

# DCRM(C)

**Draft submitted for BSC review  
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DESCRIPTIVE  
CATALOGING  
OF RARE  
MATERIALS  
(CARTOGRAPHIC)

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Bibliographic  
Standards Committee

Rare Books and  
Manuscripts Section

Association of  
College and Research  
Libraries

IN COLLABORATION WITH

The Policy and  
Standards Division  
of the Library of  
Congress

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Rare Books and Manuscripts Section of the  
Association of College and Research Libraries

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## PREFACE

### Background

*Descriptive Cataloging of Rare Materials (Cartographic)* (referred to hereafter as DCRM(C)) is one of a family of manuals that form Descriptive Cataloging of Rare Materials (DCRM) (see introductory section I.1). It is based on *Descriptive Cataloging of Rare Materials (Books)* (DCRM(B)), on the *Anglo-American Cataloguing Rules*, second edition, 2002 revision (AACR2), and subsequent updates, and on *Cartographic Materials: A Manual of Interpretation for AACR2*, second edition, 2002 revision, 2005 update (CM). DCRM(C) provides instructions for cataloging rare cartographic materials, that is, cartographic materials of any age or type of production receiving special treatment within a repository.

Previously, catalogers of rare cartographic materials primarily relied on the relevant sections of CM, a general manual for cartographic cataloging that expanded upon the basic rules found in chapter 3 of AACR2. Although CM included helpful suggestions for the treatment of rare materials, mostly drawn from *Descriptive Cataloging of Rare Books* (DCRB), the predecessor of DCRM(B), and from an unpublished manual for cataloging antiquarian cartographic materials prepared at the Newberry Library in the 1970s, its intentionally broad scope limited the extent to which in-depth guidance could be provided for items in special collections.

Spurred in part by an increased focus on the security of rare cartographic items in library collections, the Bibliographic Standards Committee of the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries formed an editorial team charged with creating a stand-alone set of rules that would provide more detailed guidance for cataloging these materials, minimize the need for each institution to develop its own extensive local practices, and harmonize with the descriptive practices in DCRM manuals for other types of rare materials. The project was supported by the Library of Congress Policy and Standards Division (formerly the Cataloging Policy and Support Office) and the American Library Association's Map and Geospatial Information Round Table (formerly the Map and Geography Round Table).

Work on DCRM(C) began before the adoption of *Resource Description & Access* (RDA) in 2013 as successor cataloging rules to AACR2. Although there was much discussion among the editors to consider the option of revising the work already

completed for DCRM(C) to incorporate RDA instructions and/or options, it was decided to continue writing the manual according to AACR2 rules with the understanding that the RBMS Bibliographic Standards Committee would establish a task force to address aligning all the DCRM modules with RDA. Current information on the relationship between DCRM and RDA, including provisional instructions for creating records coded as both RDA and DCRM, can be found on the RBMS website at: <http://www.rbms.info/dcrm/rda>.

### **Changes from DCRM(B)**

Although DCRM(B) served as the base text for many DCRM(C) sections, the DCRM(C) rules often deviate significantly from DCRM(B) in order to accommodate the descriptive needs of cartographic materials and better align with CM. Not surprisingly, the instructions for describing atlases are quite similar to the DCRM(B) rules for books, but the instructions for describing other cartographic materials differ more substantially. Major departures from DCRM(B) are summarized below as an aid to those familiar with its rules:

- › both printed and manuscript materials are in scope
- › chief and prescribed sources are different for atlases vs. non-atlases
- › area 1 permits the use of a general material designation (GMD) and the use of supplied other title information to indicate geographic coverage
- › area 3 is required (for mathematical details)
- › area 4 includes elements for the place and date of manuscript production
- › area 5 requires use of a specific material designation (SMD); uses “hand col.” rather than “col.” to indicate hand coloring in printed materials (if issued that way); requires measuring the size of a map using the neat line (rather than the edge of the sheet as with textual materials)
- › explicit guidance is provided on grammatically separable dedications (silently omit them from the transcription and give them in a note)
- › additional criteria are provided on when to create a new bibliographic record when variants are encountered (e.g., addressing types of changes to a plate from which a map was printed)
- › provides additional specialized appendixes on topics specific to rare cartographic materials (e.g., Appendix J. Scale; Appendix K. Coordinates; Appendix L. Date of Situation; Appendix M. Notes on Source of Map;



Appendix N. Composite Atlases)

- glossary entries are revised and expanded

## **Changes from CM**

Similarly, although DCRM(C) uses CM as its base text in certain sections, it nevertheless introduces some deviations from CM in order to accommodate the descriptive needs of rare materials and better harmonize with other DCRM manuals. Major departures from CM are summarized below as an aid to those familiar with its rules:

- slightly different prescribed sources
- greater emphasis on exact transcription (with the exception of area 3)
- requires more notes indicating the transposition of information
- area 3 elements are recorded in normalized form; permits the phrases “Scale not determined” and “Vertical scale not given”
- area 5 provides more guidance on hand-coloring, dissection, and mounting, including when to treat these as local information to be given in notes
- provides more examples explicitly representing rare cartographic items
- provides additional specialized appendixes on topics specific to rare cartographic materials (e.g., Appendix B. Collection-Level Records; Appendix G. Early Letterforms and Symbols; Appendix N. Composite Atlases; and Appendix S. Signatures)
- glossary entries are revised and expanded

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- Randal S. Brandt, Principal Cataloger, The Bancroft Library, University of California, Berkeley

## PREFACE

- Larry Creider, Head of Archives and Special Collections Department, New Mexico State University
- Todd Fell, Head of Rare Book Cataloging Unit, Beinecke Rare Book & Manuscript Library, Yale University
- Nancy Kandoian, Map Cataloger, New York Public Library
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Todd E. Fell  
 Chair, DCRM(C) Editorial Team  
 [placeholder for date]



## INTRODUCTION

Contents:

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### **I. Scope and purpose**

#### **I.1. Descriptive Cataloging of Rare Materials**

DCRM(C) is one of a family of manuals providing specialized cataloging rules for various formats of rare materials typically found in rare book, manuscript, and special collection repositories.<sup>1</sup> Together, these manuals form Descriptive Cataloging of Rare Materials (DCRM), an overarching concept rather than a publication in its own right.

#### **I.2. Descriptive Cataloging of Rare Materials (Cartographic)**

DCRM(C) provides guidelines and instructions for descriptive cataloging of rare cartographic materials, that is, cartographic materials of any age or type of production receiving special treatment within a repository. Both printed and manuscript cartographic materials are in scope. DCRM(C) may be used in

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<sup>1</sup> The term “rare materials” is used to refer to any special materials that repositories have chosen to distinguish from general materials by the ways in which they house, preserve, or collect them. Rarity in the narrow sense of “scarcity” may or may not be a feature of these materials.

conjunction with *Descriptive Cataloging of Rare Materials (Serials)* for the cataloging of rare cartographic serials.

### **I.3. Need for special rules**

Materials in special collections often present situations not ordinarily encountered in the cataloging of typical modern publications (e.g., variation between copies, cancelled leaves, etc.) and may require additional details of description in order to identify significant characteristics (e.g., bibliographical format, typeface, etc.). Such details are important for two reasons. They permit the ready identification of copies of a resource (e.g., as editions, impressions, or issues), and they provide a more exact description of the resource as an artifact.

### **I.4. Scope of application**

DCRM(C) is especially appropriate for the description of cartographic materials produced before the introduction of machine printing in the nineteenth century. However, it may be used to describe any cartographic resource, including machine-press publications, maps issued by private presses, modern manuscript maps, and other contemporary materials.

These rules may be applied categorically to cartographic materials based on date or place of publication, distribution, production, etc. (e.g., all maps printed or drawn before 1900), or may be applied selectively, according to the administrative policy of the institution, which may choose to catalog some or all of its holdings at a more detailed level of description than that provided for in general cataloging codes. (See introductory section X.1 for discussion on choosing appropriate cataloging codes and levels.)

### **I.5. Application within the bibliographic record**

These rules contain instructions for the descriptive elements in bibliographic records only. They do not address the construction and assignment of controlled headings used as main and added entries, although brief instructions relating to headings and other access points do appear throughout (e.g., Appendix F is entirely devoted to recommendations for uncontrolled title added entries).

## II. Relationship to other standards

### II.1. AACR2, LCRI, DCRM(B), CM, RDA, and other cataloging documentation

DCRM(C) is an AACR2-based standard. It is based primarily on *Descriptive Cataloging of Rare Materials (Books)* (DCRM(B)) and *Cartographic Materials* (CM), each of which serves as an interpretation of AACR2 for its respective class of material. DCRM(C) deviates in substance from DCRM(B) only when required by the particular descriptive needs of cartographic materials. In matters of style, presentation, wording, and subarrangement within areas, DCRM(C) generally follows DCRM(B) conventions. It should be noted that AACR2 was last updated in 2005 and it will receive no future revisions.

Refer to AACR2, CM, and *Library of Congress Rule Interpretations* (LCRI), as available, for guidance and instructions on matters of description not covered in DCRM(C). Refer to *Resource Description & Access* (RDA) and the *Library of Congress-Program for Cooperative Cataloging Policy Statements* (LC-PCC PS) for rules governing name and uniform title headings to be used as access points for cartographers, authors, editors, illustrators, printers, series, etc. Note that because DCRM(C) is an AACR2-based standard, it uses the AACR2 term “heading” to refer to what RDA calls an “authorized access point.” For subject headings, numerous controlled vocabularies are available; within the United States, the subject headings of the Library of Congress are widely used. Consult classification documentation for assignment of call numbers. For genre/form headings, consult RBMS Controlled Vocabularies or *Library of Congress Genre/Form Terms for Library and Archival Materials*. Terms from other controlled vocabularies (e.g., Art & Architecture Thesaurus Online) may also be used as appropriate.

### II.2. MARC 21

*MARC 21 Format for Bibliographic Data* is the presumed format for presentation and communication of machine-readable cataloging. Use of DCRM(C), however, need not be restricted to a machine environment, and MARC 21 is not mandatory. Examples in the body of DCRM(C) are shown using ISBD punctuation; use of MARC 21 coding appears only in some of the appendixes. Catalogers using MARC 21 should follow MARC 21 documentation for input, and be aware of how their bibliographic systems interpret MARC 21 codes to automatically generate display features. This usually means, for example, that

the cataloger omits punctuation between areas, parentheses enclosing a series statement, and certain words prefacing formal notes.

### **III. Objectives and principles**

The instructions contained in DCRM are formulated according to the objectives and principles set forth below. These objectives and principles seek to articulate the purpose and nature of specialized cataloging rules for rare materials. They are informed by long-accepted concepts in bibliographic scholarship and the Anglo-American cataloging tradition, as well as by more recent theoretical work important to the construction and revision of cataloging codes, namely the International Federation of Library Associations and Institutions' *Functional Requirements for Bibliographic Records* (FRBR) and Elaine Svenonius's *The Intellectual Foundation of Information Organization*. As such, the objectives and principles are also in conformity with the IFLA *Statement of International Cataloguing Principles*. They assume familiarity with the FRBR terms used to categorize entities that are the products of intellectual or artistic endeavor (work, expression, manifestation, and item) as well as bibliographic terms used to differentiate among textual variants (edition, issue, impression, and state). It is hoped that these objectives and principles will provide catalogers, and administrators of cataloging operations, with a better understanding of the underlying rationale for DCRM instructions.

#### **III.1. Functional objectives of DCRM**

The primary objectives in cataloging rare materials are no different from those in cataloging other materials. These objectives focus on meeting user needs to find, identify, select, and obtain materials. However, users of rare materials often bring specialized requirements to these tasks that cannot be met by general cataloging rules, such as those contained in AACR2 or RDA. In addition, the standard production practices assumed in general cataloging rules do not always apply to rare materials. The following DCRM objectives are designed to accommodate these important differences.

##### **III.1.1. Users must be able to distinguish clearly among different manifestations of an expression of a work**

The ability to distinguish among different manifestations of an expression of a work is critical to the user tasks of identifying and selecting bibliographic resources. In general cataloging codes like AACR2, it is assumed that



abbreviated and normalized transcription is sufficient to distinguish among manifestations. Users of rare materials, however, often require fuller, more faithful transcriptions, greater detail in the physical description area, and careful recording of various distinguishing points in the note area, in order to identify separate manifestations. Additionally, users of rare materials are typically interested in drawing finer distinctions among variants within manifestations than are users of other materials, including not simply between editions and issues but between variant impressions and states; many also need to distinguish between copies at the item level.

### **III.1.2. Users must be able to perform most identification and selection tasks without direct access to the materials**

Users of rare materials frequently perform identification and selection tasks under circumstances that require the bibliographic description to stand as a detailed surrogate for the item (e.g., consultation from a distance, limited access due to the fragile condition of the item, inability to physically browse collections housed in restricted areas, etc.). Accuracy of bibliographic representation increases subsequent efficiency for both users and collection managers. The same accuracy contributes to the long-term preservation of the materials themselves, by reducing unnecessary circulation and examination of materials that do not precisely meet users' requirements.

### **III.1.3. Users must be able to investigate physical processes and post-production history and context exemplified in materials described**

Users of rare materials routinely investigate a variety of artifactual and post-production aspects of materials. For example, they may want to locate materials that are related by printing methods, illustration processes, binding styles and structures, provenance, genre/form, etc. The ability of users to identify materials that fit these criteria depends upon full and accurate descriptions and the provision of appropriate access points.

### **III.1.4. Users must be able to gain access to materials whose production or presentation characteristics differ from modern conventions**

In order to distinguish among manifestations, general cataloging codes like AACR2 rely on explicit bibliographic evidence presented in conventional form (e.g., a formal edition statement on the title page or its verso). In rare materials, such explicit evidence will often be lacking or insufficient to distinguish among

different manifestations. That which is bibliographically significant may thus be obscured.

### **III.2. Principles of DCRM construction**

To meet the objectives listed above, DCRM relies upon the following six principles. These principles are influenced by the general principles of bibliographic description offered by Svenonius: user convenience; representation; sufficiency and necessity; standardization; and integration.

#### **III.2.1. Rules provide guidance for descriptions that allow users to distinguish clearly among different manifestations of an expression of a work**

This principle derives from the general principle of user convenience and has implications for all areas of the bibliographic description. The principle relates to objective 1 stated above.

#### **III.2.2. Rules provide for accurate representations of the entity as it describes itself, notably through instructions regarding transcription, transposition, and omission**

This principle derives from the general principles of representation (with its related subprinciple of accuracy) and of standardization. Precise representation is of particular relevance in those areas of the description that require transcription (the title and statement of responsibility area, the edition area, the publication, distribution, production, etc., area, and the series area), but should not be ignored in the physical description and note areas. The general principles of representation and standardization stand in greater tension with each other when cataloging rare materials. Faithfulness to both principles may require descriptive and annotative treatment necessarily exceeding the norms (and at times the vocabulary) established as sufficient for the description of general materials. The principle relates to objectives 2 and 4 stated above.

#### **III.2.3. Rules provide guidance for the inclusion of manifestation-specific and item-specific information that permits users to investigate physical processes and post-production history and context exemplified in the item described**

This principle derives from the general principle of sufficiency and necessity (with its related subprinciple of significance). Application of the principle

requires that rules for rare materials cataloging provide additional guidance on access points, particularly in cases where such information is not integral to the manifestation, expression, or work described. Rules for item-specific information appearing in the note area may recommend standard forms for presentation of information (addressing the general principle of user convenience and its related subprinciple of common usage). Application of such rules presumes both a user's need for such information and a cataloger's ability to properly describe such aspects. The principle relates to objective 3 stated above.

#### **III.2.4. Rules provide for the inclusion of all elements of bibliographical significance**

General cataloging codes like AACR2 routinely strive for both brevity and clarity, principles affiliated with the general principle of sufficiency. In describing rare materials, too great an emphasis on brevity may become the occasion for insufficiency and lack of clarity. Brevity of description may be measured best against the functional requirements of the particular bibliographic description rather than against the average physical length of other bibliographic descriptions in the catalog. The tension between the requirements of accurate representation of an item and the requirements of sufficiency is great. Reference to the principle of user convenience may offer correct resolution of such tension. This principle is related to all of the objectives stated above.

#### **III.2.5. Rules conform to the substance and structure of the final revision of AACR2 to the extent possible**

This principle relates to general principles of standardization and user convenience (with the latter's subprinciple of common usage). DCRM assumes that users of bibliographic descriptions constructed in accordance with its provisions operate in contexts where AACR2 (often as interpreted and applied by the Library of Congress) was, until recently, the accepted standard for the cataloging of general materials. Therefore, DCRM uses existing AACR2 vocabulary in a manner consistent with AACR2; any additional specialized vocabulary necessary for description and access of rare materials occurs in a clear and consistent manner in DCRM rules, appendixes, and glossary entries. DCRM does not introduce rules that are not required by differences expected between rare and general materials. Numbering of areas within DCRM conforms to the structure of ISBD as implemented in AACR2. When an existing AACR2 rule satisfies the requirements of cataloging rare materials, DCRM text is modeled on

AACR2 text (substituting examples drawn from rare materials for illustration). In cases where the language of AACR2 is not precise enough to convey necessary distinctions or may introduce confusion when dealing with rare materials, DCRM uses carefully considered alternative wording.

### **III.2.6. Rules are compatible with DCRB except in cases where changes are necessary to align more closely to conform to the above principles**

This principle relates to general principles of standardization and user convenience (with the latter's subprinciple of common usage). DCRM assumes that users of bibliographic descriptions constructed in accordance with its provisions operate in contexts where monographic materials in special collections were previously cataloged using DCRB. Therefore, changes to DCRB cataloging practices were introduced only after careful consideration of the value or necessity of such changes.

## **IV. Options**

Available options are indicated in one of three ways.

- › Alternative rule designates an alternative option which affects all or several areas of the description, and which must be used consistently throughout. In DCRM(C), alternative rules apply to the transcription of original punctuation and to the creation of separate records for individual impressions, states, binding variants, or copies.
- › “*Optionally*” introduces an alternative treatment of an element or an optional element.
- › “If considered important” indicates that more information may be added in a note, and thus signals choices for more or less depth in the description. This phrase covers the entire range between best practice on the one end, and highly specialized practices on the other.

The cataloging agency may wish to establish policies and guidelines on the application of options, leave the use of options to the discretion of the cataloger, or use a combination of the two.

## V. Language preferences

DCRM(C) is written for an English-speaking context. Cataloging agencies preparing descriptions in the context of a different language should replace instructions and guidelines prescribing or implying the use of English with counterparts in their preferred language (see area 3, 4B3-4, 4B8-12, 4E, and areas 5 and 7).

## VI. Spelling and style

DCRM(C) uses the most recent edition of *Merriam-Webster's Collegiate Dictionary* as its authority in matters of spelling and the most recent edition of *Chicago Manual of Style* as its authority in matters of style.

## VII. Acronyms

AACR2	<i>Anglo-American Cataloguing Rules</i> , second edition
BDRB	<i>Bibliographic Description of Rare Books</i>
BIBCO	Monographic Bibliographic Record Program of the PCC
CM	<i>Cartographic Materials</i>
DCRB	<i>Descriptive Cataloging of Rare Books</i>
DCRM	Descriptive Cataloging of Rare Materials
DCRM(B)	<i>Descriptive Cataloging of Rare Materials (Books)</i>
DCRM(C)	<i>Descriptive Cataloging of Rare Materials (Cartographic)</i>
DCRM(S)	<i>Descriptive Cataloging of Rare Materials (Serials)</i>
ISBD	<i>International Standard Bibliographic Description</i>
LC	Library of Congress
LCRI	<i>Library of Congress Rule Interpretations</i>
LC-PCC PS	<i>Library of Congress-Program for Cooperative Cataloging Policy Statements</i>
PCC	Program for Cooperative Cataloging
RBMS	Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association
RDA	<i>Resource Description &amp; Access</i>

## VIII. Examples and notes

**VIII.1. Examples.** The examples are not in themselves prescriptive, but are meant to provide a model of reliable application and interpretation of the rule in

question. A word, phrase, element, or entire area may be illustrated; ISBD punctuation is given as needed only for the portion illustrated.

**VIII.2. Notes.** The instructions and guidelines in area 7 are written in imperative form. This does not imply that all notes are required; on the contrary, most notes are not (see 7A1.5). Consult the other areas of DCRM(C) in order to ascertain what is required and what is optional in any given situation (see 7A1). The conventions for notes included as part of the examples are as follows.

- › “*Note*” indicates that the note is required if applicable.
- › “*Optional note*” indicates that the note is not required. The labeling of a note as “optional” in these rules carries no judgment about its importance (see introductory section IV); certain notes designated as “optional” may in fact be almost universally applied.
- › “*Local note*” indicates a note describing copy-specific information not affecting areas 1-6 that is required if applicable (see 7A4). It must be clearly identified as a local note according to the provisions of 7A4. Copy-specific information that does affect areas 1-6, such as basing the description on an imperfect copy (see 0B2.2), is required and recorded in a general note.
- › “*Optional local note*” indicates that the note describing copy-specific information is not required.
- › “*Comment*” prefaces details needed to adequately explain the example. Such comments are not to be confused with notes appearing within the bibliographical description.

## **IX. Integrity of the copy**

### **IX.1. Defects and sophistication**

A greater vulnerability to damage, defect, and loss means that rare materials, especially older materials, are less likely than modern materials to be in a perfect or complete state when they reach the cataloger. One of the cataloger’s tasks is to ascertain (within reasonable constraints) whether and how much the copy in hand deviates from its original state as issued. Imperfections and defects are usually easy to spot. Harder to spot during casual examination are replacement leaves, plates, or sections from another copy, and the cataloger is not expected to verify the integrity of each leaf in a publication unless there is reason to suspect that the copy in hand may have been made up, doctored, or falsified

("sophisticated"). Bibliographers' and booksellers' descriptions are the usual source of such information.

## **IX.2. Dust jackets**

In the context of rare materials cataloging, dust jackets issued by the publisher are appropriately considered part of a publication, and are included in these rules as prescribed sources for areas 2, 4, and 6. Dust jackets often contain valuable information not found in any other source in the publication. Their easy detachability, however, coupled with their original function as protection for the binding only until it was safely in the hands of a reader, pose considerable difficulties for the rare materials cataloger. A fine dust jacket from a poor copy may have been exchanged with a poor dust jacket from a fine copy; the dust jacket of an original printing may end up on the copy of a later manifestation, and so on. When considering whether to transcribe information that appears only on a dust jacket, consider that the dust jacket was issued with the publication, unless there is reason to suspect otherwise.

## **X. Precataloging decisions**

Before a bibliographic record can be created for an item or group of items awaiting cataloging in an institution's special collections, appropriate decisions must be made regarding the array of descriptive options available to the cataloger. These precataloging decisions include: determining the cataloging code that will govern the description, choosing the level of cataloging that will be applied, and determining the extent to which various options in the rules will be exercised.

Because DCRM(C) was written to address the special needs of users of rare materials, it is likely to be the appropriate cataloging code for the majority of cartographic items held in special collections. However, for some categories of materials, the cataloging objectives (see introductory section III) may be met by use of AACR2 or RDA or by the application of options within the DCRM(C) rules that permit less detail in the description. Full-level DCRM(C) records that employ all possible descriptive options will not necessarily be the best choice for every item.

The following section provides guidance for catalogers and cataloging administrators faced with these decisions and identifies some of the institutional and contextual factors that should be taken into consideration. It assumes that

certain routine choices will already have been made, such as whether the encoding standard for the description will be MARC 21.

Institutions may promote efficiency by setting cataloging policies for specific categories of materials in their collections rather than making decisions on an item-by-item basis. For example, an institution may decide to catalog all pre-20th-century cartographic materials using DCRM(C), trace printers and mapsellers for all pre-19th-century cartographic materials, but give signature statements and expansive descriptive notes for pre-18th-century materials only. It may choose to catalog all later materials according to AACR2 or RDA, but add selected genre/form or provenance name headings. It may decide that collection-level cataloging is sufficient for 20th-century road maps. A mechanism for easily making exceptions to general cataloging policy is desirable as well. If, for example, a curator buys an atlas for its notable binding, description of and access to the binding ought to be given in the bibliographic record, even if it is not the institution's usual policy to describe bindings.

### **X.1. Decisions to make before beginning the description**

#### **X.1.1. Item-level vs. collection-level description**

Determine whether the material will receive item-level description, collection-level description, or some combination of the two.

Item-level cataloging represents the normative application of the DCRM(C) rules. Guidelines for creating collection-level descriptions are found in Appendix B. Collection-level cataloging is usually faster than item-level—sometimes dramatically so—but is attended by such a substantial loss of specificity that its use as the sole final cataloging for a group of items should be chosen only after careful consideration. The lack of specificity can be mitigated through provision of some sort of item-level control, such as an inventory list, finding aid, or database, and such an approach is highly recommended. Collection-level cataloging of rare materials is most suitable when items have minimal value in themselves but derive value as part of a collection. Use of collection-level control by itself may be appropriate when users are unlikely to be seeking known items, or the risk of inadvertent purchase of duplicate individual items is considered insignificant. Collection-level control alone is unlikely to provide adequate evidence to identify materials following a theft.



A combination approach would entail individual cataloging of all or selected items in the collection in addition to the creation of a collection-level record. Such an approach may involve phased processing, whereby the cataloger creates a collection-level record to provide immediate basic access to the collection, and then later creates item-level records for priority items as time and resources permit.

### **X.1.2. Analysis: Description of the whole vs. part**

If the item has been issued as part of a larger resource (e.g., a monographic series, multipart monograph, etc.), determine whether to create the description for the part, the larger resource, or some combination of the two. If only the larger resource will be described, access to the part may be provided using an analytical added entry. If a separate description for the part will be created, access to the larger resource may be provided using a series added entry. Other possible approaches include making a separate “in” analytic description for the part, with a linking entry to the bibliographic record for the larger resource, or creating a multilevel description.

Several DCRM(C) appendixes provide guidance on which analytic methods may be most appropriate for particular types of resources and identify some of the factors to consider in selecting one approach over another. Appendix H addresses the cataloging of individual and special issues of cartographic serials as monographs, Appendix N covers the treatment of maps found in composite atlases, Appendix Q provides guidelines for the treatment of map series and map sets, and Appendix T looks at other maps that are component parts of larger works, such as maps found in textual monographs and serials.

### **X.1.3. Cataloging code: General vs. DCRM(C)**

Determine whether a general cataloging code, such as AACR2 or RDA, will alone govern the description or the more specialized DCRM(C) cataloging code will be used to describe the resource. Each code contains optional rules in addition to the required ones, and each allows varying levels of cataloging depth.

Use of a general cataloging code, such as AACR2 or RDA, results in a description that highlights the basic features of the material and can obscure some of the differences between manifestations or between variants of a single manifestation. AACR2 and RDA are generally considered to be easier and quicker to apply than

DCRM(C). AACR2 or RDA is most suitable when, in an institutional context, an item was acquired and is of significance primarily for its content rather than its artifactual value. In contrast, use of DCRM(C) produces more faithful transcriptions and more accurate physical descriptions. It will be more likely to facilitate differentiation between manifestations and reveal the presence of bibliographic variants among seemingly identical items. DCRM(C) is most suitable when an item carries artifactual or bibliographical significance, or it is otherwise important to provide distinctions between issues, bibliographical variants, or individual copies.

### **X.1.4. Encoding level: DCRM(C) minimal vs. full**

Determine whether the description will be done at a minimal or full level. Each level has its particular uses with attendant advantages and disadvantages.

**DCRM(C) minimal level** provides for faithful transcription and exact physical description, but requires neither notes nor headings. Minimal-level records can be produced quite quickly. Because name and subject headings may be lacking, the materials represented by these records may be inaccessible through all but known-item searches, and so should be used only after careful consideration. DCRM(C) minimal level may be suitable when accurate physical description is desired but a record with few or no access points is acceptable, or when particular language expertise among current cataloging staff is insufficient for proper subject analysis. For further information on creating DCRM(C) minimal-level descriptions, see Appendix D.

**DCRM(C) full level** represents the normative application of these rules, yet encompasses a range of potential levels of detail. Full-level records provide for faithful transcription and detailed, complete physical description. Although some notes are required (e.g., the source of the title proper for an atlas if not the title page), most are optional and can be applied selectively depending on the nature of a collection or an institution's needs. For example, signature statements, descriptions of illustrative elements, names of illustrators and others responsible for such elements, and particular attributes of the item in hand may be included or omitted as desired.

Although treatment of headings is outside the scope of DCRM(C), full-level records typically contain a full complement of name and subject headings. In addition to those typically given to general materials, DCRM(C) full-level records may contain headings for printers, publishers, illustrators, engravers, former owners, binders, etc.

The name headings need not be established using authority records, although full authority work, especially if contributed to the LC/NACO Authority File, will result in greater consistency of headings and improved access.<sup>2</sup>

The addition of genre/form headings is particularly encouraged in full-level records. These may be used to provide access by cartographic genre (e.g., Road maps, Nautical charts) or by physical form (e.g., Imposition errors, Annotations). Prefer terms found in RBMS Controlled Vocabularies or *Library of Congress Genre/Form Terms for Library and Archival Materials*; terms from other controlled vocabularies (e.g., Art & Architecture Thesaurus Online) may also be used as appropriate.

### **X.1.5. Bibliographic variants**

If two or more items can be identified as bibliographic variants of an edition, decide whether to describe them using a single bibliographic record or multiple records.

It is taken as a default approach in DCRM(C) that a separate record will be made for each variant that represents what is referred to as an “edition” in AACR2 and an “issue” in bibliographic scholarship. However, this default approach is not prescriptive and indeed may not be desirable in every situation. Within the rules, alternatives are provided (see 2B3.2, 2B4.2, 2B5.1, 2D2, 4G2) that permit the creation of separate records for individual impressions, states, binding variants, or copies. Once the decision has been made to apply these alternative rules, the cataloger must be consistent in applying them to all areas of the description. For further guidance on the cataloging of bibliographic variants, see Appendix E.

### **X.2. Factors to consider in making precataloging decisions**

Consider the following factors when determining appropriate levels of description and access for materials awaiting cataloging. These factors will help

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<sup>2</sup> If an institution is a BIBCO participant contributing full-level records as part of the Program for Cooperative Cataloging (PCC), all name and title headings must be established in the LC/NACO Authority File and all subject and genre/form headings must come from an established thesaurus, list, or subject heading system recognized by the MARC 21 Format for Bibliographic Data.

to identify items that might deserve more detailed descriptions or higher priority treatment.

### **X.2.1. Institution's mission and user needs**

Evaluate the relevance of the items awaiting cataloging to the institution's mission and the needs of its users. Ideally, the institution will have developed internal documentation that will facilitate such an evaluation, including a mission statement, collection development guidelines, and a listing of constituent users and their anticipated needs. The needs of both patrons (researchers, teachers, students, etc.) and staff (collection development, reference, technical services, etc.) should be taken into consideration.

### **X.2.2. Institutional and departmental resources**

Evaluate institutional and departmental resources, especially staffing levels, expertise, and current workloads.

- Is staff able to keep up with the inflow of new materials?
- Is there a reasonable balance between resources devoted to acquiring materials and those devoted to processing them?
- Is current staff expertise in languages, subject areas, descriptive standards, and encoding standards adequate for implementing and/or completing proposed work plans?
- Is staff able to work concurrently with more than one code and/or description level?
- Are funding and space available for hiring new temporary or permanent staff with the necessary qualifications?
- Are adequate reference sources, such as specialized bibliographies, available for staff use?
- How many other projects are in process and what are their requirements and priorities?

The regular review of cataloging priorities is highly recommended and should include discussions with curatorial, public services, technical services, and preservation staff.

### **X.2.3. Market value and conditions of acquisition of the item or collection**

Consider the conditions of acquisition and the estimated market worth of the item or collection awaiting cataloging.

- › Does the monetary or public relations value of the material justify a higher level of access than would otherwise apply?
- › Have any access requirements been imposed by a donor as part of the terms of acquisition?
- › Is the item or collection accompanied by bibliographic descriptions that will facilitate cataloging?

#### **X.2.4. Intellectual and physical characteristics of the item or collection**

Finally, evaluate the intellectual and physical characteristics of the items awaiting cataloging.

- › Is there a unifying characteristic that would justify and facilitate the description of the materials as a collection (e.g., author, publisher, place of publication, genre/form, etc.)?
- › Is a particular collection renowned?
- › Do the materials have a topical focus that has recently acquired importance or urgency (e.g., due to a scholarly conference hosted by the institution or the hiring of a new professor with a particular specialty)?
- › Is cataloging copy generally available?
- › Were the items purchased primarily for their content?
- › Do the specific copies have bibliographic or artifactual value?
- › Is the institution collecting deeply in the area?
- › Are detailed descriptions likely to reveal bibliographic variants that will be of interest to researchers?
- › Are detailed descriptions likely to help prevent the inadvertent purchase of duplicates or the failure to acquire desirable variants?
- › Is the item or collection vulnerable to theft or vandalism? If a theft were to occur, would a detailed description of the item's physical characteristics facilitate the item's discovery and help to provide evidence of ownership?
- › Would a more detailed description help prevent unnecessary handling by staff and researchers?



## **0. GENERAL RULES**

Contents:

- 0A. Scope
- 0B. The basic description
- 0C. Chief source of information
- 0D. Prescribed sources of information
- 0E. Prescribed punctuation
- 0F. Language and script of the description
- 0G. Transcription

### **0A. Scope**

These rules provide instructions for cataloging cartographic materials whose rarity, value, or interest make special description necessary or desirable. They apply to the description of both printed and manuscript materials, including but not limited to:

- › single maps (including multisheet single maps)
- › atlases (including composite atlases)
- › aeronautical, nautical, and celestial charts
- › views (including bird's-eye views)
- › plans
- › sections and profiles
- › maps of imaginary places
- › unmounted globe gores
- › remote-sensing images (including aerial photographs)
- › maps contained in, or removed from, larger works
- › map series and sets
- › globes, relief models, and other three-dimensional cartographic resources

They cover instructions for the descriptive areas in bibliographic records only (see also introductory sections I-II).

## 0B. The basic description

### 0B1. Required elements

The description must always include the following elements, regardless of the completeness of the information available:

- title proper (see 1B)
- statement of scale (see 3B)
- date of publication, distribution, production, etc. (see 4D)
- extent (see 5B)
- size (see 5D)

Also include other elements of description as set out in the following rules, if available and appropriate to the chosen level of description.

### 0B2. Basis of the description

**0B2.1. General rule.** Base the description on the material in hand.

**0B2.2. Imperfections.** If describing a copy known to be imperfect, and details of a perfect (or more perfect) copy can be determined, base the description on the perfect copy. Use square brackets to enclose cataloger-supplied information only where required for description of the perfect copy. Do not use the mark of omission enclosed in square brackets to indicate lacunae in the imperfect copy. Details of a perfect (or more perfect) copy may be determined by examining additional copies, by referring to reliable descriptions in other sources, or by referring to digital or microfilm reproductions of copies (including reproductions of the item itself before the imperfection was introduced). As appropriate, cite the source used for the description in a note (see 7B3, 7B15). Make a local note describing the imperfection of the copy in hand (see 7A4).

Turcicum imperium

*Local note:* Cartouche cut out and replicated in ms. with new  
title: Imperium Turcicum in Europa, Asia et Africa regiones  
proprias, tributar, et clientelares exhibens

If no reliable evidence of the details of a perfect copy is available, describe the imperfect copy as it is. If missing words or letters can be reconstructed with some certainty, supply the text in square brackets. If not, use the mark of omission



enclosed in square brackets to indicate lacunae as needed (see 0G6.3). Make a general note indicating that the description is based on an imperfect copy.

Carta de [...] sitio de Puebla / combinada por el [...] ayudante general D. José J. Alvarez en marzo de 1856, y copiada por el capitán del mismo cuerpo J.N. Villegas  
*Note:* Description based on an imperfect copy; section of map missing at top, affecting text

If describing material for which the concept of a perfect copy does not apply, describe the imperfect material as it is. Such materials include unpublished items, such as manuscripts, as well as unique assemblages of published items, such as composite atlases (see Appendix N). If missing words or letters can be reconstructed with some certainty, supply the text in square brackets. If not, use the mark of omission enclosed in square brackets to indicate lacunae as needed (see 0G6.3). Make a general note describing the imperfection of the material in hand.

South America / by Bradford Sco[...]  
*Note:* Cartouche torn at bottom right corner, with partial loss of text  
*(Comment:* A manuscript map)

## **0C. Chief source of information**

Transcribe information found in the chief source of information. If information is not available from the chief source of information, transcribe it from any prescribed source of information (see 0D).

### **0C1. Cartographic materials other than atlases**

**0C1.1.** The chief source of information for cartographic materials other than atlases (in order of preference) is:

- a) The item itself, including any permanently affixed labels.
- b) The original container (e.g., portfolio, cover, envelope) or case, the cradle and stand of a globe, etc.

**0C1.2.** If the material is in a number of physical parts, treat all of the parts (including a title sheet) as the item itself. Generally, use the chief source of information of the first or earliest available part as the chief source of information for the resource as a whole. However, if a title sheet or original container

## GENERAL RULES

provides a unifying element for the resource, prefer the title sheet or container as the chief source of information.

Atlas géographique. -- Paris : A. Saussine, éditeur, [1850?]  
(Haarlem : Impr. L. Van Leer & cie)

*Note:* Title and imprint from container

*(Comment:* A box of puzzles, each in the form of a map, being cataloged as a set; each puzzle bears its own title and imprint)

When determining the first or earliest available part, generally use the lowest numbered part (for numbered multipart monographs) or the part with the earliest date of publication, distribution, production, etc. (for unnumbered multipart monographs). However, for map series and sets (see Appendix P and Appendix Q) having part numbering that follows a systematic pattern bearing no relation to the order in which the parts were issued, generally use the part with the earliest date of publication, distribution, production, etc., rather than the part with the lowest number. Such numbering systems typically indicate the relative placement of the sheet (e.g., its row and column) within the larger geographic area covered by the map series as a whole.

Make a note indicating the part chosen as the chief source of information if other than the first part (see 7B3).

**0C1.3.** If the concept of order of parts is not appropriate (e.g., kits), apply the following guidelines:

- a) If the chief source of information on one of the parts gives more information, prefer that chief source of information.
- b) If one part is a unifying element for the resource, prefer the chief source of information of that part.
- c) If the container is a unifying element for the resource, prefer the container as the chief source of information.
- d) If one part is the main resource and the other parts are accompanying or related dependent supplements, prefer the chief source of information of the main resource.

Make a note indicating the part chosen as the chief source of information if considered important (see 7B3).

**0C2. Atlases**

**0C2.1. Single title page.** The chief source of information for an atlas is the title page. If information traditionally given on the title page is given on two facing pages or on pages on successive leaves, with or without repetition, treat all of these pages as the chief source of information.

However, if the atlas bears a cover issued by the publisher, and the cover contains all the elements typically given on a title page but with more recent information than that provided on the title page (e.g., a later edition statement and publication date), choose the cover as the chief source of information. Make a note indicating that the cover has been chosen as the chief source of information (see 7B3.1).

Smith's school atlas. -- Second edition. -- Philadelphia :  
 Published by Robert A. Smith, 1848  
*Note:* Title, edition statement, and imprint from cover. Title  
 page reads: Smith's school atlas. Philadelphia: Published by  
 Robert A. Smith, 1846

**0C2.2. Multiple title pages.** If the atlas has more than one title page, choose as the chief source of information one of the following, applying the first applicable criterion:

- a) If the title pages present the atlas in different aspects (e.g., as an individual publication and as part of a multipart monograph), prefer the one that corresponds to the aspect in which the atlas is to be treated.
- b) If the atlas is in more than one volume, each of which has a title page, use the title page in the first volume (or the lowest numbered volume if the first volume is not available).
- c) If the atlas is in one volume and the chief difference between multiple title pages is imprint date, choose the one with the latest date.
- d) If the atlas is in one volume and the chief difference between two title pages is that one is letterpress and the other is not, choose the letterpress title page.
- e) If the atlas has the same title page in more than one language or script, choose the title page that is in the language or script of the main part of the atlas.
- f) If two title pages face one another, choose the one on the recto of its leaf.

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- g) If two or more title pages follow one another, choose the first one.

Make a note indicating the source chosen as the chief source of information if other than the usual title page, or, in a multipart monograph, if other than the title page of the first volume (see 7B3).

Historia mundi, or, Mercators atlas : containing his  
cosmographicall descriptions of the fabricke and figure of the  
world / lately rectified in diuers places, as also beutified  
[sic] and enlarged with new mapps and tables by the studious  
industrie of Iodocus Hondy ; englished by W.S. generosus &  
regin. Oxoniae. -- Second edytion. -- London : Printed for  
Michael Sparke and are to be sowld in Greene Arbowre, 1637  
*Note:* Title, edition statement, and imprint from engraved t.p.  
Includes letterpress t.p. from the first edition with imprint:  
London: Printed by T. Cotes for Michael Sparke and Samuel  
Cartwright, 1635

**0C2.3. No title page.** For atlases issued without a title page (and for atlases issued *with* a title page when the title page is missing and no reliable description of it is available), if a single title proper is available in a single source within the atlas, use this source as the title page substitute. If the same title proper is available in more than one source within the atlas, choose as the title page substitute the source that supplies the most additional information. If different titles, or differing forms of the same title, appear within the atlas, choose as the title page substitute one of the following, in this order of preference:

- a) a source within the preliminaries or the colophon
- b) a source elsewhere within the atlas
- c) a reference source

Make a note indicating the source chosen as the title page substitute (see 7B3).

Hereafter in these rules, "title page" means "title page or title page substitute."

## 0D. Prescribed sources of information

### 0D1. Cartographic materials other than atlases

The prescribed source(s) of information for cartographic materials other than atlases is set out in preferred order below.

#### Area

1. Title and statement of responsibility

#### Prescribed sources of information

Chief source of information

2. Edition	Chief source of information, accompanying material
3. Mathematical details	Any source
4. Publication, distribution, production, etc.	Chief source of information, accompanying material
5. Physical description	The whole resource
6. Series	Chief source of information, accompanying material
7. Note	Any source
8. Standard number and terms of availability	Any source

In all cases in which information for areas 1, 2, 4, and 6 is taken from elsewhere than the recto of the sheet (for cartographic materials printed or drawn on sheets) or the item itself (for globes and other three-dimensional cartographic resources), make a note to indicate the source of the information (see 7B3.1, 7B6.1, 7B7.1, 7B9.2, 7B13.1).

## 0D2. Atlases

The prescribed source(s) of information for atlases is set out in preferred order below.

Area	Prescribed sources of information
1. Title and statement of responsibility	Title page
2. Edition	Title page, other preliminaries, colophon, dust jacket (see introductory section IX.2)
3. Mathematical details	Any source
4. Publication, distribution, production, etc.	Title page, colophon, other preliminaries, dust jacket (see IX.2)
5. Physical description	The whole atlas
6. Series	Series title page, atlas title page, cover, <sup>3</sup> dust jacket (see IX.2), rest of the atlas
7. Note	Any source
8. Standard number and terms of availability	Any source

---

<sup>3</sup> Consider the cover to be a prescribed source only if it was issued by the publisher. Series-like statements present on covers not issued by the publisher usually represent binders' titles and should be treated as copy-specific information. They may be transcribed in a local note, if considered important. In case of doubt, do not consider the cover to be a prescribed source of information.

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In all cases in which information for areas 1, 2, and 4 is taken from elsewhere than the title page, make a note to indicate the source of the information (see 7B3.1, 7B6.1, 7B7.1, 7B9.2). In all cases in which information for area 6 is taken from elsewhere than the series title page, make a note to indicate the source of the information (see 7B13.1).

### **0E. Prescribed punctuation**

Precede each area, other than the first, by a period-space-dash-space (. -- ) unless the area begins a new paragraph.

Precede or enclose each occurrence of an element of an area with standard punctuation as indicated in the “prescribed punctuation” sections of these rules.

Precede each mark of prescribed punctuation by a space and follow it by a space, with the following exceptions: the comma, period, closing parenthesis, and closing square bracket are not preceded by a space; the opening parenthesis and opening square bracket are not followed by a space.

End paragraphs with normal punctuation (usually the period).

If an entire area or element is omitted from the bibliographic description (e.g., because it is not present in the source), also omit its corresponding prescribed punctuation. Do not use the mark of omission.

### **0F. Language and script of the description**

#### **0F1. General rule**

**0F1.1.** In the following areas, transcribe information from the material itself in the language and script (wherever feasible) in which it appears there:

- › title and statement of responsibility<sup>4</sup>
- › edition

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<sup>4</sup> If nonroman text has been transcribed within the first five words of the title proper, provide additional title access for a romanized form of the title proper (see Appendix F).

- publication, distribution, production, etc.
- series

**0F1.2.** Give interpolations into these areas in the language and script of the other information in the area, except for prescribed interpolations and other cases specified in these rules (e.g., 1E7, 1F6, 4B5, 4B6.2, 4C6.2). If the other information in the area is romanized, give interpolations according to the same romanization.

**0F1.3.** Give any other information (other than titles, citations, signatures, and quotations in notes) in the language and script of the cataloging agency.

## **0F2. Romanization**

**0F2.1.** If it is not feasible to transcribe from the material using a nonroman script, romanize the text according to the *ALA-LC Romanization Tables*. Do not enclose the romanized text within square brackets. Make a note to indicate that the romanized text appears in nonroman script in the material (see 7B2.2).

*Source:*

Карта Ингерманландии и Карелии

*Transcription:*

Karta Ingermanlandii i Karelii  
*Note:* Title in Cyrillic script

*Source:*

Ἑλλάς. Graecia Sophiani

*Transcription:*

Hellas = Graecia Sophiani  
*Note:* The first title, Hellas, is printed in Greek script

**0F2.2.** *Optionally*, if it is feasible to transcribe from the material using a nonroman script, also provide parallel romanized fields using the *ALA-LC Romanization Tables*. Do not enclose the romanized text within square brackets, but make a note indicating that the romanization does not appear in the source.

*Note:* Romanization supplied by cataloger

## 0G. Transcription

Transcribe information in the form and order in which it is presented in the source, according to these general rules 0B-0G, unless instructed otherwise by specific rules.

### 0G1. Letters, diacritics, and symbols

**0G1.1. Letters and diacritics.** In general, transcribe letters as they appear. Do not add accents and other diacritical marks not present in the source. Convert earlier forms of letters and diacritical marks to their modern form (see Appendix G2). If the source uses a gothic typeface that does not distinguish between uppercase **I** and **J** or between uppercase **U** and **V**, and there is no need to convert the letters to lowercase (see 0G2.2), transcribe them as **I** and **V** respectively, even though the actual letterforms will more closely resemble a modern **J** and a modern **U** (see Appendix G4.1). In most languages, including Latin, transcribe a ligature by giving its component letters separately. Do not, however, separate the component letters of **æ** in Anglo-Saxon; **œ** in French; or **æ** and **œ** in ancient or modern Scandinavian languages. If there is any doubt as to the correct conversion of letters and diacritical marks to modern form, transcribe them from the source as exactly as possible.

*Source:*

**Unspotted Jacob**

*Transcription:*

Vnspotted Iacob

*(Comment: Source uses a gothic typeface that does not distinguish between the letterforms I/J or the letterforms U/V)*

**0G1.2. Symbols, etc.** Replace symbols or other matter that cannot be reproduced using available typographical facilities with a cataloger's description in square brackets. Make an explanatory note if necessary.

### 0G2. Capitalization and conversion of case

**0G2.1. General rule.** Convert letters to uppercase or lowercase according to the rules for capitalization in Appendix C and AACR2, Appendix A. Do not convert case when transcribing roman numerals.



**0G2.2. Letterforms I, V, i, j, u, and v.** If the rules for capitalization require converting **I** or **V** to lowercase, or **i, j, u,** or **v** to uppercase, follow the pattern of usage in the text to determine which letterform to use in the transcription.<sup>5</sup>

*Source:*

SCHLAVONIAE, CROATIAE, CARNIAE, ISTRIAE, BOSNIAE,  
FINITIMARVMQVE REGIONVM NOVA DESCRIPTIO, AVCTORE  
AVGVSTINO HIRSVOGELIO

*Transcription:*

Schlauoniae, Croatiae, Carniae, Istriae, Bosniae, finitimarumque  
regionum noua descriptio / auctore Augustino Hirsuogelio  
(*Comment:* In the material, the text in roman type shows consistent use of u for  
vowels or consonants, e.g., “Flanaticus,” “uulgo,” and “Nouigra”)

**0G2.3. Final capital “I” in Latin.** Do not convert to lowercase a final capital **I** in Latin texts when the final **I** is uppercase and the immediately preceding letters in the word are lowercase or smaller capital letters. Since this usage is not merely typographic but affects meaning, the capital must be left in that form.<sup>6</sup>

*Source:*

THEATRVM ORBIS TERRARVM ABRAHAMI ORTELI ANTVERP.  
GEOGRAPHI REGII

*Transcription:*

Theatrum orbis terrarum Abrahami Orteli Antuerp. geographi regii  
(*Comment:* In the material, “ORTELI” has a final capital “I” preceded by smaller  
capital letters)

**0G2.4. Chronograms.** Capital letters occurring apparently at random or in a particular sequence on a title page or in a colophon may represent a chronogram.

<sup>5</sup> For information on early printing as it pertains to the transcription of **I, J, U, V, i, j, u,** and **v,** and guidance on how to determine the pattern of usage, see Appendix G4. If any letterform within the first five words of the title proper has been converted from **I** to **j,** from **j** to **I,** from **V** to **u,** or from **u** to **V,** provide additional title access using alternative forms of the title proper as needed (see Appendix F).

<sup>6</sup> If the letter occurs within the first five words of the title proper, provide additional title access for the form of title with the final capital **I** converted to **ii** (see Appendix F).

## GENERAL RULES

Where there is good reason to assume that a chronogram is being used, do not convert letters considered part of the chronogram from uppercase to lowercase, or from lowercase to uppercase (see also 4D2.2).

### 0G3. Punctuation in the source

**0G3.1. General rule.** Do not necessarily transcribe punctuation as it appears in the source. Instead, follow modern punctuation conventions, using common sense in deciding whether to include the punctuation, omit it, replace it, or add punctuation not present.

*Source:*

Atlas to Thompson's Alcedo; or Dictionary of America & West Indies;  
collated with all the most recent authorities, and composed chiefly from  
scarce and original documents, for that work, by A. Arrowsmith,  
hydrographer to His Royal Highness the Prince Regent

*Transcription:*

Atlas to Thompson's Alcedo, or, Dictionary of America & West  
Indies : collated with all the most recent authorities, and  
composed chiefly from scarce and original documents, for that  
work / by A. Arrowsmith, hydrographer to His Royal Highness the  
Prince Regent

*Source:*

A Lyon, Chez Jean-Marie Bruyset, pere & fils. M.DCC.LXXXIV.

*Transcription:*

A Lyon : Chez Jean-Marie Bruyset, pere & fils, MDCCLXXXIV [1784]

*Alternative rule:* Transcribe all punctuation as found in the source of information, with the exception of those marks covered in rules 0G3.5-0G3.7. When following this alternative rule, always include prescribed punctuation as well, even if this results in double punctuation. Prescribed punctuation is treated at the beginning of each chapter within these rules.

Atlas to Thompson's Alcedo; or Dictionary of America & West Indies; : collated with all the most recent authorities, and composed chiefly from scarce and original documents, for that work, / by A. Arrowsmith, hydrographer to His Royal Highness the Prince Regent

(*Comment:* Commas are not required around *or* when applying this option, because commas surrounding a conjunction introducing an alternative title are an AACR2 convention, not prescribed ISBD punctuation.)

A Lyon, : Chez Jean-Marie Bruyset, pere & fils., M.DCC.LXXXIV.  
[1784]

**0G3.2. Apostrophes.** Transcribe apostrophes as found. Do not supply apostrophes not present in the source.

Phelps's travellers' guide through the United States

H. Jalliot's map of the seat of war in Italy

**0G3.3. Hyphens.** Transcribe hyphens used to connect the constituent parts of compound words, normalizing their form as necessary (see Appendix G2). Do not supply hyphens not present in the source.

A night-club map of Harlem

Cram's rail road & township map of Washington

**0G3.4. Punctuation within roman numerals.** Do not transcribe internal marks of punctuation appearing within roman numerals. Omit them without using the mark of omission.

The British colonies in North America / engraved by William Faden, MDCCLXXVII

(*Comment:* In the material, the roman numerals appear as "M.DCCLXXVII")

**0G3.5. Ellipses, square brackets, and virgules.** Do not transcribe ellipses ... or square brackets [ ] when present in the source; replace them with a dash -- and parentheses ( ) respectively or omit them, as appropriate. Do not confuse a

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virgule (/) in gothic typefaces or scripts with a slash; replace it with a comma or omit it, as appropriate. Make an explanatory note if considered important.

*Source:*

[1794.]

*Transcription:*

, 1794

*Optional note:* On t.p., the imprint date is enclosed by square brackets

**0G3.6. Line breaks.** Do not transcribe a hyphen or other mark of punctuation used to connect a single word divided between two lines; transcribe as a single word, ignoring the punctuation. If the function of the hyphen is in doubt (e.g., if it might form part of a compound word), transcribe it. Do not supply marks of punctuation to indicate line breaks.

*Source (showing line endings):*

WALACHIA

SERVIA, BVLGA=

RIA, ROMANIA

*Transcription:*

Walachia, Servia, Bulgaria, Romania

**0G3.7. Punctuation substituting for letters.** Transcribe as hyphens any hyphens, dashes, or underscore characters used in the source as a substitute for one or more letters in a word or an entire word. Use one hyphen for each distinct mark of punctuation.

*Source:*

Map illustrating the explorations of Pundit A\_\_ K\_\_ in Great Tibet,  
1879-1882

*Transcription:*

Map illustrating the explorations of Pundit A- K- in Great Tibet,  
1879-1882

Transcribe asterisks as asterisks.

/ dressée d'après les relations les plus authentiques par M\*\*\* en  
1764

If the values of the missing letters are known, provide the information in a note if considered important.

*Source:*  
copied by G W-n

*Transcription:*  
copied by G. W-n  
*Optional note:* "G. W-n" is George Washington

#### **0G4. Spacing**

**0G4.1. Spacing within words and numbers.** In general, follow modern spacing conventions when transcribing from the source. Make no attempt to preserve full or irregular spaces between letters within words. If a word is divided between the end of one line and the beginning of the next, transcribe it as a single word, ignoring the line break.

Omit internal spaces when transcribing numbers (including roman numerals).

*Source:*  
LE O BELGICV S

*Transcription:*  
Leo Belgicus

*Source (showing line endings):*  
NOVELLE  
FRAN  
CE

*Transcription:*  
Nouvelle France

*Alternative rule:* Transcribe internal spaces within numbers (including roman numerals). If multiple spaces or different sizes of spaces appear between two characters within the number, transcribe them as a single space.

*Source:*

M. D. CC. XLIV

*Transcription:*

M. D. CC. XLIV

*Source:*

1/12 000

*Transcription:*

1/12 000

**0G4.2. Spacing between words.** If spacing between words in the source is ambiguous, or lacking, include spaces in the transcription to separate the words as needed.<sup>7</sup>

*Source:*

URBIS NEAPOLISCUM PRAECIPUIS eius AEDIFICIIS SECUNDUM  
PLANITIEMEXACTA DELINEATIO

*Transcription:*

Urbis Neapolis cum praecipuis eius aedificiis secundum planitiam  
exacta delineatio

**0G4.3. Variant spellings.** Do not insert spaces within single words that merely represent variant or archaic spellings.<sup>8</sup>

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<sup>7</sup> If the missing spaces occur in the first five words of the title proper, provide additional title access for the form of title as it appears in the source, without the spaces (see Appendix F).

<sup>8</sup> If the variant or archaic spellings occur in the first five words of the title proper, provide additional title access for the form of the title with the spacing inserted (see Appendix F).

*Source:*  
NEWENGLAND and NEW YORK

*Transcription:*  
Newengland and New York

#### **0G4.4. Initials, etc.**

**0G4.4.1.** Transcribe initials, initialisms, and acronyms without internal spaces, regardless of how they are presented in the source of information.

drawn by M.B. Haynes, C.E.

Map of the San Joaquin and Sierra Nevada RR with its rail & water connections

compiled, engraved and published by G.W. & C.B. Colton & Co.

**0G4.4.2.** Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials.

Ph. D.

par MM. B. Studer et A. Escher de la Linth

published by Wm. M. Franklin

**0G4.4.3.** If two or more distinct initialisms (or sets of initials), acronyms, or abbreviations appear in juxtaposition, separate them with a space.

by D.L. M.A.

*(Comment: The first two initials stand for the author's forename and surname; the second two initials stand for "Master of Arts")*

#### **0G5. Omissions**

**0G5.1. General rule.** Indicate omissions in the transcription or in a quoted note by using the mark of omission. When using the mark of omission, generally give it with a space on either side. However, give a space on only one side if the mark comes at the end of an area, is preceded by an opening parenthesis or opening square bracket, or is followed by a closing parenthesis, closing square bracket, or comma.

Philadelphia : Printed For John Melish, John Vallance, and H.S.  
Tanner ... by G. Palmer, 1814

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A Paris : Chez I.B. Nolin . . . , [1691]

(*Comment:* The mark of omission has a space on only one side because it is followed by a comma)

**0G5.2. Information not considered part of any area.** Omit from the transcription, without using the mark of omission, grammatically separable information not considered part of any area. Such information may include pious invocations, quotations, devices, announcements, epigrams, dedications, mottoes, statements of privilege, etc. If such information is a grammatically inseparable part of an area, however, transcribe it as such.

Give a grammatically separable dedication that has been omitted from the transcription in a note (see 7B14). Give other omitted information in a note if considered important.

A new and exact map of the dominions of the King of Great Britain on [the] continent of North America : containing Newfoundland, New Scotland, New England, New York, New Jersey, Pensilvania, Maryland, Virginia and Carolina according to the newest and most exact observations / by Herman Moll, geographer

*Note:* Dedication: "To the Honourable Walter Dowglass, Esqr., constituted captain general and chief governor of all [the] Leeward Islands in America by Her Majesty Queen Anne in [the] year 1711, this map is most humbly dedicated by your most humble servant Herman Moll, geogr., 1715"

**0G5.3. Information not taken from the chief source of information.** If transcribing information from a source other than the chief source of information, omit any words preceding or following the information if they are not considered part of the element and are grammatically separable. Do not use the mark of omission. If considered important, give the omitted text in a note.

The second edition

*Note:* Edition statement from colophon; full colophon reads: This, the second edition . . . is limited to 1000 copies for the United Kingdom and 500 for America

## 0G6. Interpolations

**0G6.1. General rule.** Indicate an interpolation in the transcription or in a quoted note by enclosing it in square brackets. If transcribing text with missing or obscured letters or words that can be reconstructed with some certainty, include these in the transcription, enclosing them in square brackets. Make an explanatory note if considered important.

A Paris : Chez Crepy rue S. Jacques a S. Pierre, [1744]



amico[rum]  
 (Comment: The word ends with a ʔ)

**0G6.2. Conjectural and indecipherable text.** Indicate a conjectural interpolation by adding a question mark immediately after the interpolation, within the square brackets. Supply a question mark enclosed in square brackets for each indeterminable word or portion of word. If considered important, make a note to justify the interpolations, provide explanations, or offer tentative readings of indecipherable portions of text.

amico[rum?]  
 (Comment: The word ends with a symbol of contraction that is conjectured to be a ʔ)

amico[?]  
 (Comment: The symbol of contraction at the end of the word cannot be determined)

El[speth?] [?] McWhorter  
 (Comment: An autograph with some conjectured letters in the forename and an indecipherable middle initial, transcribed in a local note)

**0G6.3. Lacunae in material with imperfections.** If the description is based on an imperfect copy (see 0B2.2), and missing words or letters can be reconstructed with some certainty, supply the text in square brackets. If not, use the mark of omission enclosed in square brackets ([...]) to show lacunae in the resource.

Carta de [...] sitio de Puebla / combinada por el [...] ayudante general D. José J. Alvarez en marzo de 1856, y copiada por el capitán del mismo cuerpo J.N. Villegas  
 Note: Description based on an imperfect copy; section of map missing at top, affecting text

Use the same techniques to supply missing text or indicate lacunae in unpublished items, such as manuscripts, as well as unique assemblages of published items, such as composite atlases, with imperfections (see 0B2.2).

Chart of the Bay of St. Francisco / drawn by Capt. John Brad[shaw], Beverly, Mass.  
 Note: Upper left portion of map torn, with partial loss of mapmaker's name  
 (Comment: A manuscript map)

**0G6.4. Blank spaces.** If transcribing text containing a blank space intended to be completed in manuscript, supply the word “blank” enclosed in square brackets.<sup>9</sup> If the blank has been completed in the item being described, indicate this in a local note if considered important.

Plano de la entrada de Guayaquil situado en la longd. de [blank]  
y en la latitudo [blank] contadas las yslas y costa de su  
contorno, que son manglares

State of [blank] / drawn by [blank]  
*Optional local note:* Library's copy has blanks supplied in  
manuscript: State of [New York] / drawn by [Fannie Ufford]

**0G6.5. Adjacent elements.** If adjacent elements are to be enclosed in square brackets, enclose each in its own pair of square brackets.

[Amsterdam] : [Nicolaes Visscher], anno 1652

Augustae Vindelicorum [Augsburg] : [M. Seutter], [1757?]

[Map of Napa Creek, California]. -- [S.l.] : [s.n.], [1902?]

**0G7. Inaccuracies, misprints, etc.**

**0G7.1. Inaccuracies.** Transcribe an inaccuracy, misspelling, or misprint as it appears in the material. Follow such an inaccuracy either by “[sic]” or by the abbreviation “i.e.” and the correction within square brackets.<sup>10</sup>

Topographical [sic] map of the road from Fort Smith, Arks., to  
Santa Fe, N.M., and from Dona Ana, N.M., to Fort Smith

The earthquake cnter [i.e. center]

Do not correct words spelled according to older or non-standard orthographic conventions, e.g., “françoise” for “française,” or “antient” for “ancient.”

A new sett of maps both of antient and present geography

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<sup>9</sup> If the blank occurs in the first five words of the title proper, provide additional title access for the form of title without the interpolated word “[blank]” (see Appendix F).

<sup>10</sup> If the inaccuracy, misspelling, or misprint occurs in the first five words of the title proper, provide additional title access for the form of title without the interpolation and for the form of title as if it had been printed correctly (see Appendix F).

A new, plaine, & exact mapp of Africa

The cittie of London

**0G7.2. Turned and approximated letters.** Transcribe a turned letter (i.e., a letter set upside-down), whether inadvertent or deliberate, as the intended letter. Transcribe two letters used to approximate a third letter as the intended letter. However, transcribe **vv** as **vv** (see Appendix G5). Make an explanatory note if considered important.<sup>11</sup>

London

*Optional note:* First "n" in "London" printed with a turned "u"

Wittenberg

*Optional note:* The "W" in "Wittenberg" is formed using "rv"

**0G7.3. Blank spaces for initial letters.** When a blank space has been left for an initial letter, supply the intended letter in square brackets and make an explanatory note. If a guide letter is present, transcribe it without square brackets. In case of doubt about whether a guide letter is present, transcribe the letter without square brackets. Make a local note to indicate the presence or absence of manuscript execution in the copy if considered important.

[C]laudii Ptolemaei Alexandrini geographicae enarrationis libri  
octo

*Note:* Space for initial letter of first word of title left blank  
by printer

*Optional local note:* LC copy: Initial letter executed in red and  
blue ink

Claudii Ptolemaei Alexandrini geographicae enarrationis libri  
octo

*Optional local note:* LC copy: Printed guide letter "C" at  
beginning of title not executed in manuscript

## 0G8. Abbreviations and contractions

**0G8.1.** When transcribing from the material, do not abbreviate any words not abbreviated in the source.

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<sup>11</sup> If the two letters used to approximate a third letter occur in the first five words of the title proper, provide additional title access for the form of title with the letters transcribed as set (see Appendix F).

## GENERAL RULES

**0G8.2.** If special marks of contraction have been used in manuscript materials, or in printed materials in continuance of the manuscript tradition, expand affected words to their full form and enclose supplied letters in square brackets (see Appendix G3). Make an explanatory note if considered important (see 7B4.2). If a contraction standing for an entire word appears in the source, supply instead the word itself, enclosed in square brackets. However, transcribe an ampersand or a Tironian sign (Ϛ) as an ampersand. Enclose each expansion or supplied word in its own set of square brackets.

Quiuirae Regnu[m] cum alijs versus borea[m]

If the meaning of a contraction is conjectural or unknown, apply the bracketing conventions given in 0G6.2.

### **0G9. Superscripts and subscripts**

Transcribe superscript and subscript characters on the line unless the sense would be affected (e.g., in geographic coordinates or a mathematical formula).

*Source:*

BY W<sup>m</sup>. Darby. Engraved by Ja<sup>s</sup>. D. Stout

*Transcription:*

by Wm. Darby ; engraved by Jas. D. Stout

For the transcription of superscript letters functioning as diacritics, see Appendix G2.

### **0G10. Order and transposition**

**0G10.1. General rule.** Follow the conventions appropriate to the script of the material when determining the order in which to transcribe information. For materials in roman script, this will generally mean proceeding from left to right and from top to bottom when transcribing information.

**0G10.2. Transposition of information.** If information appears in the source in a different order than that specified within these rules, transpose the information to its appropriate place in the description unless case endings would be affected, the grammatical construction of the information would be disturbed, or the text is otherwise grammatically inseparable from its surrounding elements. Similarly, if the order of information in the source would result in a transcription that is confusing, awkward, or nonsensical, transpose the information as needed into

the order that makes the most sense. This will typically apply when particular elements of text have been distinguished in the source by their size, typography, or style of letterforms in order to imply an obvious natural reading order.

Do not use the mark of omission to indicate transposition.

For atlases, make a note to indicate the order in which the transposed information appears in the source. For other materials, make a transposition note if considered important.

The coast of the United States of North America : from New York  
to St. Augustine / drawn and regulated according the latest  
surveys and astronomical observations by Edmund Blunt ; D.R.  
Harrison, sc.

*Optional note:* Engraver statement appears at head of title, on  
the top right corner of the sheet

**0G10.3. Scattered information.** If information appears in scattered form on the source, as is common with cartographic materials printed or drawn on sheets, but no transposition is needed, make a note to indicate the specific placement of the scattered information if considered important.

The country twenty five miles round New York / drawn by a  
gentleman from that city ; J. Barber, sculp., Holborn Hill  
*Optional note:* Engraver statement appears in bottom right corner  
of map

**0G10.4. Ambiguous order of information.** If the sequence and layout of the information in the source are ambiguous or otherwise insufficient to determine the order, transcribe the information in the order that makes the most sense. Make a note to indicate the ambiguity of the order in the source if considered important.



# 1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 1A. Preliminary rule
- 1B. Title proper
- 1C. General material designation
- 1D. Parallel titles
- 1E. Other title information
- 1F. Statements of responsibility
- 1G. Materials without a collective title

## 1A. Preliminary rule

### 1A1. Prescribed punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede the title of a supplement or section (see 1B7) by a period.

Enclose the general material designation in square brackets.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

For the punctuation of this area when the material has no collective title, see 1G.

### 1A2. Sources of information

**1A2.1. General rule.** The prescribed source of information for the title and statement of responsibility area is the chief source of information (see 0C).

**1A2.2. Omission of volume or part number.** For multipart monographs, omit a statement of the volume or part number, without using the mark of omission, unless it is a grammatically inseparable part (see 1B2, 1B5) of the information

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

being transcribed. Do transcribe statements such as “in two volumes,” however (see 1E3).

### **1A3. Form and order of information**

Transcribe title and statement of responsibility information in the form and order in which it is presented in the chief source of information, unless instructed otherwise by specific rules (see 0G).

### **1B. Title proper**

If the chief source of information bears more than one title in the same language that could conceivably be treated as the title proper, use the following guidelines to determine which of the titles should be selected as the title proper. Note that alternative titles are not considered separate titles for the purposes of these guidelines.

#### **1B1. Choice of title proper**

**1B1.1.** For cartographic materials printed or drawn on sheets, if the map has more than one title in the same language, choose the title that gives the most precise description of the geographic area and subject depicted. If there is not such a title, select the title from the following locations, in this order of preference:

- › a title located within the neat line or border of the main map
- › a title located on the recto of the map outside the neat line or border of the main map
- › a panel title, recto or verso
- › a title from the verso of the map
- › a title from the cover, container, etc.

Make a note to record a title not chosen as the title proper if considered important (see 7B4.1).

**1B1.2.** For atlases, if the title page has more than one title in the same language, generally choose the title that appears first as the title proper. Transcribe the title not chosen as the title proper as other title information (see 1E).



## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

The new East India pilot : being an elegant and useful collection of charts, both general and particular, for the navigation from the British Isles to the Brazil, the East Indies and China : the small East India pilot, principally designed for young officers

*(Comment: Originally published as "The small East India pilot" by Laurie and Whittle; when the plates were taken over by Robert Sayer, he changed the title to "The new East India pilot")*

However, if a title other than the first is clearly functioning as the chief title, based on the layout of the title page or the size, typography, or style of its letterforms, choose that title as the title proper. Make a note to record the title not chosen as the title proper (see 7B4.1).

Mitchell's modern atlas : a series of forty-four copperplate maps / compiled from the great atlases of Keith Johnston, Kiepert, the Geographical Institute of Weimar, from the United States Coast Survey, the surveys of the War Department and of the several states, and from other reliable authorities ; drawn and engraved expressly to illustrate Mitchell's New school geography ; with important geographical tables and an extensive pronouncing vocabulary of nearly ten thousand names

*Note: At head of title: Mitchell's new school atlas*

*(Comment: The title appearing first on the title page is printed in small type and is visually separated from the text that follows by a horizontal rule. The title chosen as the title proper is printed in a larger and bolder typeface and is visually integrated with the other title information and statement of responsibility)*

**1B1.3.** For globes and other three-dimensional cartographic resources, if the material has more than one title in the same language, choose the title that gives the most precise description of the geographic area and subject depicted. If there is not such a title, select the title from the following locations, in this order of preference:

- › a title from the item itself
- › a title from an original container, case, cradle, stand, etc.

Make a note to record a title not chosen as the title proper if considered important (see 7B4.1).

### **1B2. Words considered part of the title proper**

**1B2.1.** The title proper is the first element of the description. Title information preceding the chief title on the chief source of information is considered part of the title proper if it is grammatically inseparable from the chief title. If the chief title is preceded or followed in the source by other elements of information,

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

transpose these elements to their appropriate areas in the description (or give them in a note) unless case endings would be affected, the grammatical construction of the information would be disturbed, or the text is otherwise grammatically inseparable from the title proper. In the latter cases, transcribe the information as part of the title proper.

Abraham Ortelius his epitome of the Theater of the worlde

Andrees allgemeiner Handatlas

Claudii Ptolemaei Alexandrini geographicae enarrationis libri  
octo

The general atlas for Carey's edition of Guthrie's Geography  
improved

To the right honourable, the Earl of Shelbourne, His Majesty's  
principal Secretary of State for the Southern Department, this  
plan of the colony of Connecticut in North-America is humbly  
dedicated

Carte du Cameroun au 1:500 000

**1B2.2.** For atlases, make a note to indicate the original position on the source of any transposed elements. For other materials, make a transposition note if considered important.

Atlas of award : twenty-five sectional maps and index map showing  
the line fixed by the Tribunal / Alaskan Boundary Tribunal  
*Note:* "Alaskan Boundary Tribunal" precedes title on t.p.

Middle Earth : being a map purporting to trace the divers routes  
taken by the companions of the ring during their heroic and  
historical journeys through Middle Earth  
*Optional note:* On map, "Middle Earth" appears at bottom of sheet;  
the other title information appears at top

### **1B3. Note on the source of the title proper**

**1B3.1.** For cartographic materials printed or drawn on sheets, make a note on the source of the title proper if other than the recto of the sheet. If considered important, make a note specifying the location on the recto of the sheet that serves as the source of the title proper.

Aphricae tabula quarta continet Libyam & duas Aethiopias  
*Note:* Title from caption on verso

A new plan of the road from London to Dover and from Calais to  
Paris

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

*Note:* Title from printed label on case

Britannia insula quae duo regna continet Angliam et Scotiam cum  
Hibernia adiacente

*Optional note:* Title from upper left corner

**1B3.2.** For atlases, make a note on the source of the title proper if it is a title page substitute, e.g., the caption title, cover title, etc.

Atlas, designed to illustrate the Malte-Brun school geography

*Note:* Wrapper title

**1B3.3.** For globes and other three-dimensional cartographic resources, make a note on the source of the title proper if other than the item itself. If considered important, make a note specifying the location on the item itself that serves as the source of the title proper.

Townsend's patent folding globe

*Note:* Title from cover of folder designed to hold the globe in  
its folded state

Rand McNally indexed terrestrial art globe

*Optional note:* Title from decorative clamshell cartouche in  
southern hemisphere of Pacific Ocean with mermaid blowing conch  
shell and Neptune holding triton

### **1B4. Forms of the title proper**

The title proper can take a variety of forms, some of which are exemplified below:

**1B4.1.** Title proper inclusive of grammatically inseparable title information appearing before the chief title:

An epitome of Ortelius, his Theatre of the vworld  
(Comment: The chief title is "Theatre of the vworld")

**1B4.2.** Title proper inclusive of an alternative title:

Russia Alba, or, Moscovia

Atlas novus indicibus instructus, oder, Neuer mit Wort-Registern  
versehener Atlas

**1B4.3.** Title proper consisting solely, or primarily, of the name of a depicted place:

Isle de la Guadeloupe

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Noort Rivier in Niew Neerlandt

### 1B4.4. Title proper inclusive of a dedication:

To His Royal Highness, George Augustus Frederick, Prince of Wales  
&c. &c. &c. this chart of the West Indies is humbly inscribed

To the citizens of Philadelphia this new plan of the city and its  
environs is respectfully dedicated by the editor

### 1B5. Title proper with grammatically inseparable designation

If the material is in more than one part and the title proper of each part includes a grammatically inseparable designation such as numbering that is specific to that part, supply in square brackets after the first designation a hyphen and the final designation, omitting intermediate designations. Do the same for single-volume atlases that contain multiple parts.

Erste[-zweyundvierzigste] Schulkarte zu ...der Erdbeschreibung  
zum Gebrauche der studirenden Iugend in den K.K. Staaten

If it is not feasible to do this, transcribe the title proper of the first part without this interpolation and make a note about the later designation(s).

### 1B6. No title proper

If no title can be found in any source, use as the title proper suitable words from any accompanying material or the opening words of any text present, if these provide a reasonably distinctive title. If these words are not suitable, or if no such words are present, devise a brief descriptive title, preferably in the language and script of the cataloging agency, and use this devised title, enclosed in square brackets, as the title proper. Always include in the devised title the name of the geographic area depicted. Make a note indicating the source of the title proper or the fact that it has been devised by the cataloger.

Remarques sur la navigation de Terre-Neuve à New-York afin  
d'éviter les courrants et les bas-fonds au sud de Nantuckett et  
du Banc de George

*Note:* Title from opening lines of text

*(Comment:* Title is not bracketed because the chief source of information for a  
sheet map is the item itself)

[Topographical survey sheets of the borough of the Bronx easterly  
of the Bronx River]

*Note:* Title from accompanying index map

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

(*Comment:* Accompanying index map is called "Index to the topographical survey sheets of the borough of the Bronx easterly of the Bronx River")

[Map of the Valtellina Valley in northern Italy]

*Note:* Title devised by cataloger

(*Comment:* Text in cartouche "Initium sapientiae vbi ibi initium finis" not suitable as title)

[Map of Spanish North America and Louisiana]

*Note:* Title from Wheat

(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Wheat, C.I. Mapping the transmississippi West, 1540-1861)

[Map of the South Pole]

*Note:* Title devised by cataloger

### 1B7. Title proper with supplementary or section designation or title

If the title proper for a work that is supplementary to, or a section of, another work appears in two or more grammatically separable parts, transcribe the title of the main work first, followed by the designation(s) and/or title(s) of the supplement(s) or section(s) in order of their dependence. For atlases, make a note to indicate the original position on the source of any transposed elements. For other materials, make a transposition note if considered important.

The English pilot. The fourth book

Joannis Blaeu Theatrum orbis terrarum, sive, Atlas novus. Pars quinta

The circuiteer, a series of distance maps for all the principal towns in the United Kingdom. No. 1, London / invented by J. Friederichs to serve as a guide for ascertaining cab fares, portorage, &c &c. ; with explanations in English, French & German

*Optional note:* On map, "No. 1, London" directly follows the phrase "with explanations in English, French & German"

If describing an individual issue of a serial, transcribe the numbering of the issue as instructed in Appendix H.

### 1B8. Abridgments of the title proper

**1B8.1. General rule.** Abridge a long title proper only if it can be done without loss of essential information. Do not omit any of the first five words. Indicate omissions by the mark of omission.

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

We the underwritten commissioners appointed for laying out and settling the boundary betwixt the governments of Virginia and North Carolina ... having in the months of March & April last past caused a due west line to be run from the north shore of Currituck Inlet to Blackwater River ... do hereby mutually agree that the same shall be & remain so far the dividing line betwixt the two colonys ...

**1B8.2. Alternative title.** If the title proper contains an alternative title, do not omit any of the first five words of the alternative title.

Atlas terrestris, or, A book of mapps of all the empires, monarchies, kingdoms, regions, dominions ... in the whole world

**1B8.3. Chief title.** Extend the transcription of the title proper at least through the end of the chief title of the resource. Apply this provision even if other words in the title proper precede the chief title (see 1B2.1, 1B4.1). If the end of the chief title cannot be determined, break off the transcription at the first grammatically acceptable place, but in no event within the first five words of the chief title.

Britanniarum Regi augustissimo Georgio Tertio scientiarum cultori pariter et praesidio globum hunc terrestrem ... D.D.Q. omni cultu et officio devinctissimus G. Adams

*(Comment: The title proper consists of a dedication to King George III by globemaker George Adams; the chief title "Globum hunc terrestrem" appears here in the accusative case; the abbreviation "D.D.Q." contains the verb and was therefore retained in the transcription)*

Facsimile of a manuscript map entitled Sketch of the bay & islands of Panama ...

*(Comment: The chief title begins "Sketch of the bay & islands of Panama ..." but its ending is ambiguous)*

## 1C. General material designation

### 1C1. General rule

*Optionally*, supply a general material designation using the term "cartographic material".

Accuratissima totius regni Hispaniae tabula [cartographic material]

For materials for the visually impaired, add "(large print)," "(tactile)," or "(braille)," as appropriate, to the end of the term.

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

Atlas of the United States [cartographic material (tactile)] :  
printed for the use of the blind ...

Stanford's new large-print map of the United States of North  
America [cartographic material (large print)]

Maps of Tasmania [cartographic material (braille)]

### 1C2. Placement

Give the general material designation immediately following the title proper.

Astronomical recreations, or, Sketches of the relative position  
and mythological history of the constellations [cartographic  
material] : illustrated by a series of coloured plates

The English pilot. The fourth book [cartographic material]

Carte particuliere des isles Moluques [cartographic material] =  
Byzondere kaart der Molukze eylanden

If the material has no collective title, give the designation immediately following  
the title proper of the first work.

Peruuiae auriferae regionis typus [cartographic material] /  
Didaco Mendezio auctore. La Florida / auctore Hieron. Chiaues.  
Guastecan reg.

### 1C3. Reproductions

For reproductions of cartographic materials in microform, slide, or electronic  
format, use the term "microform," "slide," or "electronic resource" as the general  
material designation rather than "cartographic material."

Map of Texas with parts of the adjoining states [microform]

### 1C4. Two or more categories of material

If the item contains parts representing two or more types of material, one of  
which is cartographic, and no single material type is predominant, give either  
"multimedia" or "kit" as the designation rather than "cartographic material."

Changing Africa [kit]

## 1D. Parallel titles

Transcribe parallel titles in the order indicated by their sequence or layout on the chief source of information. If a parallel title appears elsewhere than on the chief source of information, transcribe it in a note if considered important.

Carte de la partie françoise de St. Domingue = A map of the  
French part of St. Domingo

Die vielgestaltige Schweiz = Svizzera dai mille volti = La Suisse  
en images = Exploring Switzerland

## 1E. Other title information

### 1E1. Order and source of other title information

**1E1.1.** Transcribe other title information appearing on the chief source of information in the order indicated by the sequence on, or layout of, the source.

**1E1.2.** If the other title information precedes the title proper in the chief source of information, transpose it to its required position unless it is a grammatically inseparable part of the title proper according to one or more of the conditions enumerated in 1B2.1. When transposing other title information, do not use the mark of omission. For atlases, make a note indicating the transposition. For other materials, make a transposition note if considered important.

**1E1.3.** If the other title information appears in the chief source of information preceding or following text associated with another area of the description, transpose it to the title and statement of responsibility area unless it is a grammatically inseparable part of the other area. When transposing the other title information, do not use the mark of omission. For atlases, make a note indicating the transposition. For other materials, make a transposition note if considered important.

**1E1.4.** Transcribe other title information not appearing on the chief source of information in a note if considered important.

### 1E2. Other title information beginning with prepositions, conjunctions, etc.

**1E2.1. General rule.** Transcribe title information that appears following the title proper as other title information, even if it begins with a preposition, conjunction, prepositional phrase, etc.



## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

Asher & Adams' new commercial, topographical, and statistical atlas and gazetteer of the United States : with maps showing the Dominion of Canada, Europe and the world : comprising fine copper-plate maps, exhibiting a clear topographical view of the United States on a uniform scale, delineating rivers, landings, railroads, stations, distances, etc. ...

**1E2.2.** If this other title information appears following the statement of responsibility, transcribe it as a subsequent statement of responsibility (see 1F15.2).

The world, on Mercator's projection / by David H. Burr ; showing the different routes to California, and the distance by each, routes of different navigators, route of the contemplated Pacific R. Road, distances to China, Europe, &c.

**1E2.3.** If this other title information, or some portion of it, constitutes a formal statement of the contents of the work, and is grammatically separable from the title proper and other title information, transcribe it in a formal contents note if considered important (see 7B17.3). When these formal statements are omitted from the title and statement of responsibility area, use the mark of omission.

The American atlas : containing the following maps, viz ...  
*Optional note:* Contents: (from t.p.) 1. North-America -- 2. South-America -- 3. United States -- 4. New-Hampshire -- 5. Province of Maine -- 6. Massachusetts -- 7. Vermont -- 8. Rhode-Island -- 9. Connecticut -- 10. New-York -- 11. New-Jersey -- 12. Pennsylvania -- 13. Delaware and Maryland -- 14. Virginia -- 15. Kentucky, with the adjoining territories -- 16. North-Carolina -- 17. South-Carolina -- 18. Georgia -- 19. Tennessee -- 20. West-Indies

**1E2.4.** Distinguish the above situations from those in which titles of other works are given equal prominence with the first-named work (see 1G1).

### **1E3. Statements about illustrations or volumes**

Treat an illustration statement or a statement such as "in two volumes" as other title information, unless the statement is grammatically inseparable from information transcribed as part of another element or area (see 1F14 and 2B8). If the statement appears following the statement of responsibility, transcribe it as a subsequent statement of responsibility.

Astronomical recreations, or, Sketches of the relative position and mythological history of the constellations : illustrated by a series of coloured plates

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

City atlas of Providence, Rhode-Island, by wards : complete in 3 volumes

The atlas of physical geography / constructed by Augustus Petermann ... ; with descriptive letter-press, embracing a general view of the physical phenomena of the globe, by the Rev. Thomas Milner ... ; illustrated by one hundred and thirty vignettes on wood

An actual survey of all the principal roads of England and Wales : described by one hundred maps from copper plates : on which are delineated all the cities, towns, villages, churches, houses, and places of note throughout each road : as also directions to the curious traveller what is worth observing throughout his journey : the whole described in the most easy and intelligible manner / first perform'd and publish'd by John Ogilby, Esq., and now improved, very much corrected, and made portable by John Senex ; in 2 vol.

### **1E4. Abridgment of other title information**

*Optionally*, if other title information is very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If considered important, transcribe omitted words or phrases in a note (including the other titles or phrases referred to in 1E2.3).

The twentieth century atlas of the commercial, geographical and historical world : with a description of every known land, both near and remote, ancient and modern ... together with useful and timely statistics, educational, industrial, military, naval / by J. Martin Miller ... ; superbly illustrated ... under direction of George Spiel

*Optional note*: Full subtitle reads: with a description of every known land, both near and remote, ancient and modern, embracing complete, original and authentic maps of the present development of all the countries, empires and states of the world, comprising a graphic description of the people, their civilization, their religion, their government, their cities, their imports and exports, their wealth, their railways, their canals, their cables, their telegraphs, etc., etc., including a description of the climate, the productions, the rivers, the valleys, the lakes, the mountains, the minerals, the glaciers, and every other subject of interest to the American people, together with useful and timely statistics, educational, industrial, military, naval

### **1E5. Other title information with grammatically inseparable elements**

If the other title information includes a statement of responsibility or an element relating to another area, and the element is a grammatically inseparable part of

the other title information according to one or more of the conditions enumerated in 1B2.1, transcribe it as other title information.

Plano de la Bahía de Langara : situado en la costa septentrional del Estrecho de Magallanes por latd. S. de 53°23' y longd. 66°53' occl. del observatorio de Cadiz

(*Comment:* Coordinates transcribed as part of other title information)

### **1E6. Parallel statements containing other title information**

Transcribe parallel statements containing other title information in the order in which they appear on the chief source of information.

Plan von Constantinopel : mit den Vorstädten, dem Hafen, und einem Theile des Bosporus = Plan de Constantinople : avec ses faubourgs, le port, et une partie du Bosphore

### **1E7. Supplying geographic area coverage as other title information**

If an indication of the geographic area covered by the item is not present in the title proper or in other title information, supply such an indication as the last element of other title information if considered important. Supply the element in the language and script of the cataloging agency and enclose it in square brackets.

Sketch of the gold country : [California]

Proposed regional rapid rail transit system : December 1967 : [Washington Metropolitan Area]

Map of the proposed line of Montgomery Avenue from the corner of Washington and Montgomery Street to the corner of Union and Stockton Street : [San Francisco, Calif.]

## **1F. Statements of responsibility**

### **1F1. General rule**

Treat as statements of responsibility those phrases that relate to the persons or corporate bodies who have contributed to the intellectual or artistic content of the cartographic material (author, cartographer, draftsman, engraver, governmental mapping agency, illuminator, reviser, editor, surveyor, designer, etc.).

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

### **1F2. Statements of responsibility on the chief source of information**

**1F2.1.** Transcribe statements of responsibility found on the chief source of information in the form in which they appear.

An authentic plan of the River St. Laurence from Sillery, to the fall of Montmorenci ... / drawn by a captain in His Majesties navy

Americae nova tabula / auct. Guiljelmo Blaeuw

Map of Wyoming County, New York : from actual surveys / by P.J. Brown, surveyor, author of maps of Seneca and Monroe Counties, &c.

Teatro del mondo / di Abraamo Ortelio

A collection of plans of the principal cities of Great Britain and Ireland : with maps of the coast of the said kingdoms / drawn from the most accurate surveys, in particular, those taken by the late Mr. J. Rocque, topographer to His Majesty

Carte de la Louisiane, Maryland, Virginie, Caroline, Georgie, avec une partie de la Floride / C. Sepp, sculpsit

A large and accurate map of the city of London : ichnographically describing all the streets, lanes, alleys, courts, yards, churches, halls, and houses, &c. / actually surveyed and delineated by John Ogilby, Esq., His Majesties cosmographer

Map of the United States and their territories between the Mississippi and the Pacific Ocean, and of part of Mexico / compiled in the Bureau of the Corps of Topogl. Engs. under a resolution of the U.S. Senate from the best authorities which could be obtained

Connecticut from the best authorities / delineated & engraved by A. Doolittle

**1F2.2.** If a statement of responsibility is transcribed from a source other than the recto of the sheet (for cartographic materials printed or drawn on sheets) or the item itself (for globes and other three-dimensional cartographic resources), make a note to indicate its source.

### **1F3. Statements of responsibility on other sources**

If a statement of responsibility appears in a source other than the chief source of information, or is taken from outside the material, record the statement and its source in a note.

*Note:* Dedication signed: John Thomson  
(*Comment:* Thomson is not recorded in the title and statement of responsibility area, even though he is known to be the creator of the atlas, because the name does not appear on the title page)

*Note:* With 8 p. of text signed "Ludolph Smids, M.D. Groningensis"

#### **1F4. Transposition of statements of responsibility**

**1F4.1.** If a statement of responsibility precedes the title proper in the chief source of information, transpose it to its required position unless it is a grammatically inseparable part of the title proper according to one or more of the conditions enumerated in 1B2.1. When transposing the statement of responsibility, do not use the mark of omission. For atlases, make a note indicating the transposition. For other materials, make a transposition note if considered important.

Atlas of award : twenty-five sectional maps and index map showing  
the line fixed by the Tribunal / Alaskan Boundary Tribunal  
*Note:* "Alaskan Boundary Tribunal" precedes title on t.p.

**1F4.2.** If a statement of responsibility appears in the chief source of information preceding or following text associated with another area of the description, transpose it to the title and statement of responsibility area unless it is a grammatically inseparable part of the other area. When transposing the statement of responsibility, do not use the mark of omission. For atlases, make a note indicating the transposition. For other materials, make a transposition note if considered important.

A new general atlas : comprising a complete set of maps,  
representing the grand divisions of the globe, together with  
the several empires, kingdoms, and states in the world /  
compiled from the best authorities, and corrected by the most  
recent discoveries ; written and engraved by Jos. Perkins  
*Note:* Perkins statement follows imprint on t.p.

#### **1F5. Single statements of responsibility with two or more names**

Transcribe a single statement of responsibility as such whether the two or more persons or corporate bodies named in it perform the same function or different functions.

/ by R.S. Williamson, major, Corps of Engineers, brevet  
lieutenant colonel, U.S.A., and W.H. Heuer, lieutenant, Corps  
of Engineers

/ drawn by Joshua Fry & Peter Jefferson in 1751

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

/ first perform'd and publish'd by John Ogilby, Esq., and now improved, very much corrected, and made portable by John Senex

/ drawn by Mr. Medcalfe & engraved by Wm. Faden

### **1F6. Omission of names in statements of responsibility**

When a single statement of responsibility names more than one person or corporate body performing the same function or with the same degree of responsibility, transcribe all the names mentioned. *Optionally*, if the responsible persons or bodies named in a single statement are considered too numerous to list exhaustively, all after the third may be omitted. Indicate the omission by the mark of omission and supply after it in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission.

/ traduit des cartes levées par ordre du gouvernement britannique ; par le Major Holland, Evans, Scull ... [and 7 others] &c &c

### **1F7. Two or more statements of responsibility**

If there are two or more statements of responsibility, transcribe them in the order indicated by their sequence on, or by the layout of, the chief source of information. If the sequence and layout are ambiguous or insufficient to determine the order, transcribe the statements in the order that makes the most sense.

/ described by Sanson ; corrected and amended by William Berry

/ drawn by G. Woolworth Colton ; letter-press descriptions, geographical, statistical, and historical, by Richard Swainson Fisher

### **1F8. Terms of address, etc., in statements of responsibility**

Include titles and abbreviations of titles of nobility, address, honor, and distinction that appear with names in statements of responsibility.

/ dressée d'après la carte du chevalier Lapie par Pierron ...

/ par le Sr. Robert, géographe

/ by the late Reverend Mr. John Flamsteed, regius professor of astronomy at Greenwich

/ formado por orden del Exmo. Sr. General Mejia por su ayudante de campo Dn. Luis Berlandier

/ by Capt. Wm. Ludlow, Corps of Engineers

### 1F9. Qualifications in statements of responsibility

Qualifications such as initials indicating membership in societies, academic degrees, and statements of positions held may be omitted from the statement of responsibility, using the mark of omission, unless:

the qualifications are necessary grammatically

*or* the qualifications are necessary for identifying the person or are useful in establishing a context for the person's activity (initials of religious orders, phrases, or adjectives denoting place names, etc.)

*or* the statement of responsibility represents the author only by a pseudonym, a descriptive phrase, or nonalphabetic symbols.

/ par J.B. Nolin, geographe du roi

*(Comment: The qualification is useful in establishing a context for the person's activity)*

/ by Alexander Keith Johnston, geographer to the Queen for Scotland ...

*(Comment: The first qualification is useful in establishing a context for the person's activity; the remaining qualifications, consisting of five lines identifying the many scholarly societies with which the author is associated, are less useful and have been omitted from the transcription)*

### 1F10. Ambiguous statements of responsibility

If the relationship between the title of a work and the person(s) or body (bodies) named in the statement of responsibility is not clear, supply an explanatory word or short phrase in the language of the text, within square brackets, or make a note.

Location of Careysburgh, La. / [drawn by] Seys

Plat of Plattsmouth, N.T. / by Chas. M. Lewis, surveyor ;  
[prepared for] Elbert & Clarke, law office and land-agency

If considered important, make a note about expansions, explanations, and corrections of statements of responsibility when needed for clarity (see 7B6).

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

### **1F11. Statements of responsibility following titles in more than one language or script**

**1F11.1.** If there are titles in more than one language or script, but only a single statement of responsibility, transcribe the statement of responsibility after all the title information.

Carte de la partie françoise de St. Domingue = A map of the French part of St. Domingo / faite par Bellin ingr. de la Marine et depuis augmentée par P.C. Varlé et autres ingr.

Nouvelle carte du royaume de Hollande : ou l'on trouve la route itinéraire, ainsi que celle des postes établies, pour la commodité des voyageurs = Nieuwe kaart van het koningrijk Holland : met de juiste post en andere wegen, aangewezen voor reizigers / C. van Baarsel sculps.

**1F11.2.** If there are both titles and statements of responsibility in more than one language or script, transcribe each statement of responsibility after the title proper, parallel title, or other title information to which it relates. If any of these titles lack a matching statement of responsibility, transcribe the information in the order indicated by the sequence on, or by the layout of, the chief source of information.

Plan stolichnago goroda Sanktpeterburga s izobrazheniēm znashniĕi shikh onago prospektov / izdannyĭ shrudami Imperatorskoĭ akademii nauk i khudozhestv = Plan de la ville de St. Petersbourg avec ses principales vües / dessiné & gravé sous la direction de l'Academie imperiale des sciences & des arts

**1F11.3.** For atlases, make a note to indicate the original position on the source of any transposed statements. For other materials, make a transposition note if considered important.

### **1F12. Nouns and noun phrases**

**1F11.1.** Treat a noun or noun phrase occurring in conjunction with a statement of responsibility as other title information if it is indicative of the nature of the work.

America the wonderland : a pictorial map of the United States / designed and drawn by Ernest Dudley Chase of Winchester, Massachusetts



**1F12.2.** If the noun or noun phrase is indicative of the role of the person(s) or body (bodies) named in the statement of responsibility rather than of the nature of the work, treat it as part of the statement of responsibility.

Mexico, California, and Texas / the illustrations by H. Warren & engraved by J. Rogers ; the map drawn & engraved by J. Rapkin

Colton's map of the United States of America, the British provinces, Mexico, the West Indies and Central America with part of New Granada and Venezuela / map drawn by Geo. W. Colton ; engraved by John M. Atwood ; border desigd. & engd. by W.S. Barnard

**1F12.3.** In case of doubt, treat the noun or noun phrase as part of the statement of responsibility.

**1F13. Persons or bodies not explicitly named in statements of responsibility**

Transcribe a statement of responsibility as such even if no person or body is explicitly named in that statement. Such statements will generally contain words like "translated," "edited," "compiled," etc.

The North American atlas / selected from the most authentic maps, charts, plans, &c. hitherto published

Town and city atlas of the state of Connecticut / compiled from government surveys, county records and personal investigations

**1F14. Statements of responsibility with grammatically inseparable elements**

If the statement of responsibility includes information relating to another area, and the information is grammatically inseparable from the statement of responsibility according to one or more of the conditions enumerated in 1B2.1, transcribe it as part of the statement of responsibility.

A map of England & Wales, divided into counties, parliamentary divisions & dioceses : shewing the principal roads, railways, rivers & canals, and the seats of the nobility and gentry with the distance of each town from the General Post Office, London / projected from the triangulation for the survey made under the direction of the Honorable The Board of Ordnance on a scale of five miles to an inch and corrected to the present time ...

*(Comment: The statement of scale is grammatically inseparable from the statement of responsibility)*

However, if the statement containing the grammatically inseparable text includes information relating to the publication, distribution, production, etc., area, use

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

judgment in deciding whether to transcribe it as a statement of responsibility or as part of the publication, distribution, production, etc., area.<sup>12</sup>

A geological map of the United States / engraved & printed by Fenner, Sears & Co. -- London : Published March 15, 1832 by I.T. Hinton & Simpkin & Marshall, [1832]

*(Comment: The statement containing the name of the engraver has been transcribed as a statement of responsibility)*

*but* The coast of Guyana from the Oroonoko to the River of Amazons and the inland parts as far as they have been explored by the French & Dutch engineers : with the islands of Barbadoes ... / by L.S. de la Rochette, MDCCLXXXIII. -- London : Engraved & published by Willm. Faden, geographer to the King, Charing-Cross, Octor. 6th, 1783

*(Comment: The statement containing the name of the engraver has been transcribed in the publication, distribution, production, etc., area)*

### **1F15. Phrases about notes, appendixes, etc.**

**1F15.1.** Transcribe phrases about notes, appendixes, and such accompanying matter in the order indicated by the sequence on the chief source of information. If such information appears before the statement of responsibility, transcribe it as other title information (see 1E2.1).

A military and topographical atlas of the United States : including the British possessions & Florida, comprehending ... : to which is added, a list of the military districts, a register of the army, and a list of the navy of the United States / by John Melish

**1F15.2.** If such information appears after the statement of responsibility, transcribe it as a subsequent statement of responsibility, whether or not it names a person or body.

Nouvel atlas de la Chine, de la Tartarie chinoise, et du Thibet : contenant les cartes générales & particulieres de ces pays, ainsi que la carte du royaume de Corée / la plupart levées sur les lieux par ordre de l'empereur Cang-Hi avec toute

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<sup>12</sup> It is common for persons or corporate bodies responsible for the intellectual or artistic content of cartographic materials to also perform roles relating to the publication, distribution, production, etc., of those materials. Often the layout of the source will suggest the appropriate treatment.

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

l'exactitude imaginable, soit par les PP. Jésuites missionnaires à la Chine, soit par des Tartares du tribunal des mathématiques, & toutes revûës par les mêmes peres ; rédigées par Mr. d'Anville ... ; précédé d'une description de la Boucharie par un officier suedois qui a fait quelque sejour dans ce pays

Black's atlas of North America : a series of twenty maps / constructed and engraved by John Bartholomew ; with introductory letter-press and a complete index

**1F15.3.** *Optionally*, if the phrases are very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If considered important, transcribe omitted phrases in a note. If the phrases are actually titles of other works given equal prominence with the title of the first work, see 1G.

Johnson's new illustrated family atlas of the world ... : with a treatise on physical geography / by Prof. A. Guyot ... ; with descriptions geographical, statistical, and historical, revised by Hon. A.R. Spofford ... ; also including a dictionary of religious denominations ... compiled by Professor Boswell D. Hitchcock ...

### **1G. Materials without a collective title**

#### **1G1. Two or more works named on the chief source of information**

If the material has no collective title and the chief source of information bears the titles of two or more individual works, other than supplementary matter, that are contained in the material, transcribe the titles of the individual works in the order in which they appear in the source.

**1G1.1. By same person or body.** Separate the titles by a space-semicolon-space if the works are all by the same person(s) or body (bodies), even if the titles are linked by a connecting word or phrase.

Map of Chili ; Map of Brazil, Bolivia, Paraguay, and Uruguay

Northern Hemisphere ; Southern Hemisphere / engrav'd by Willm. Faden

Tableau comparatif de l'état des connaissances géographiques chez les anciens et chez les modernes, depuis les temps les plus reculés jusqu'à l'époque actuelle ; suivi d'un Résumé chronologique des principales découvertes avec le nom des divers explorateurs

## AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

**1G1.2. By different persons or bodies.** If the individual works are by different persons or bodies (or different combinations thereof), or the authorship is in doubt, precede each title other than the first by a period and one space, unless a linking word or phrase is already present. Precede each statement of responsibility by a space-slash-space.

St. Pauls River, Liberia at its mouth / surveyed by Captn. Kelly  
; drawn by H.R.W. Johnson. Survey of a route for a canal to  
connect the Mesurado and Junk rivers in Liberia / by Daniel B.  
Warner and H.R.W. Johnson, made in Jan'y & Feb'y 1867

**1G1.3. *Optionally*,** rather than making a single description for the material, make a separate description for each of the separately titled works and link the descriptions using “With” notes (see 7B19).

### **1G2. One or more works not named on the chief source of information**

If the material has no collective title, and one or more works contained in the material are not named on the chief source of information:

transcribe the title and statement of responsibility from the chief source of information, and name the other work(s) in an informal contents note (see 7B17)

*or* make a separate description for each separately titled work, linking the separate descriptions with “With” notes (see 7B19)

*or* devise a collective title for the material, preferably in the language and script of the cataloging agency, and use this devised title, enclosed in square brackets, as the title proper

[Maps of San Diego Bay, California, and the northern Baja  
California coastline]

### **1G3. One or more works are clearly predominant**

If the material has no collective title, and one or more works are clearly predominant (i.e., identified or selected as the main or primary map(s), and the other maps are supplementary or ancillary to the predominant map(s)), treat the title(s) of the predominant work(s) as the title proper and indicate the other work(s) in an informal contents note (see 7B17). Determine predominance on the basis of such factors as: relative size and scale of the maps; placement or prominence of the title information; arrangement of the constituent parts,

AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

ancillary maps, etc.; and the relationship between primary and supplementary or ancillary maps.

Astoria : part of Long Island City, town of Newtown, Queens Co.,  
L.I.

Note: Maps on verso: Newtown, tn. of Newtown, Queens Co. --  
Maspeth, town of Newtown, Queens Co. -- East Williamsburgh,  
town of Newtown, Queens Co., L.I. -- Woodside, tn. of Newtown,  
Queens Co.



## **2. EDITION AREA**

Contents:

2A. Preliminary rule

2B. Edition statement

2C. Statements of responsibility relating to the edition

2D. Statement relating to a named revision of an edition

2E. Statements of responsibility relating to a named revision of an edition

### **2A. Preliminary rule**

#### **2A1. Prescribed punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede the edition area by a period-space-dash-space.

Precede a statement relating to a named revision of an edition by a comma.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

#### **2A2. Sources of information**

**2A2.1.** For cartographic materials other than atlases, the prescribed sources of information for the edition area are the chief source of information and any accompanying material, in that order of preference. For atlases, the prescribed sources of information for the edition area are the title page, other preliminaries, colophon, and dust jacket (see introductory section IX.2), in that order of preference.

**2A2.2.** If an edition statement or any part of the edition area is transcribed from a source other than the recto of the sheet (for cartographic materials printed or drawn on sheets), the title page (for atlases), or the item itself (for globes and

## AREA 2. EDITION

other three-dimensional cartographic resources), make a note to indicate its source.

The deluxe edition

Note: Edition statement from dust jacket

New 1932 edition

Note: Edition statement from cover

Second edition, revised and enlarged

Note: Edition statement from t.p. of appendix

### **2A3. Form and order of information**

Transcribe edition information in the form and order in which it is presented in the source, unless instructed otherwise by specific rules (see 0G).

## **2B. Edition statement**

### **2B1. General rule**

Transcribe a statement relating to an edition or issue of the material as it appears, according to the general rules 0B-0G. Include any explanatory words or phrases appearing with the edition statement.

### **2B2. Words considered part of the edition statement**

**2B2.1.** Edition statements normally include the word "edition" (or its equivalent in other languages), or a related term such as "revision," "issue," "correction," etc.

The second edition

A new edition, revised, corrected, and improved

Nunc primum in lucem aedita

Additions to 1845

In this new edition are added, the descriptions of His Majesties dominions abroad ...

Ausgabe in 100 Blättern

Atlas edition

Corrected up to August 20, 1888



**2B2.2.** Treat a phrase such as “newly printed” as an edition statement unless it is part of a statement being transcribed in the publication, distribution, production, etc., area. In case of doubt, treat such a statement as an edition statement.

Newly imprinted

*(Comment: But transcribe a statement such as “Philadelphia printed, London reprinted” in the publication, distribution, production, etc., area rather than the edition area)*

### **2B3. Words such as “impression” or “printing”**

**2B3.1.** Use judgment in transcribing statements containing words such as “impression” or “printing.” In materials from the hand-press era, such statements usually signal a new edition or issue. In these cases, the statement may properly be considered an edition statement.

6te vollständig neue und verbesserte Auflage

A new printing

**2B3.2.** In materials from the machine-press era, statements containing words such as “impression” or “printing” are more likely to indicate that the publication is simply a new impression of the same edition. Omit statements of impression such as these from the transcription without using the mark of omission. Local notes may be made about the statements if considered important.

*Optional local note: Library's copy has "ninth printing" on t.p. verso*

*Alternative rule:* If a decision has been made to create a separate bibliographic description for an individual impression, state, binding variant, or copy within a single edition or issue (see introductory section X.1.5 and Appendix E), transcribe statements containing words such as “impression” or “printing” in the edition area. Make a note to indicate the source of the statement if other than the recto of the sheet (for cartographic materials printed or drawn on sheets), the title page (for atlases), or the item itself (for globes and other three-dimensional cartographic resources).

Ninth printing

*Note: The words "ninth printing" taken from t.p. verso*

**2B4. Edition statements with special characters or a numeric emphasis**

**2B4.1.** If an edition statement consists entirely or chiefly of characters that are neither numeric nor alphabetic, transcribe the characters as they appear if the necessary typographical facilities are available. For characters that cannot be reproduced, substitute the names or descriptions of the characters in square brackets.

&&& edition

[alpha chi] edition

**2B4.2.** If an edition statement consists of one or more letters or numbers without accompanying words, or only words that convey numbers, supply an appropriate word or abbreviation in square brackets. If no appropriate word or abbreviation can be determined, or in cases of doubt, simply transcribe the statement as found.

3e [éd.]

Second [ed.]

If such a statement signals a substantially unchanged impression of an edition, omit it from the transcription without using the mark of omission. Local notes may be made about such statements if considered important.

*Optional local note:* Library's copy: "29th thousand"

*Optional local note:* Library's copy: Number "2" on t.p. indicates  
2nd printing

*Optional local note:* Library's copy: "51st-100th"--T.p. verso

*Optional local note:* Library's copy: "Drittes Hundert Tausend" on  
cover

*Optional local note:* Library's copy: Number line on t.p. verso  
indicates 3rd printing: "8 7 6 5 4 3 88 89 90 91 92"

*Alternative rule:* If a decision has been made to create a separate bibliographic description for an individual impression, state, binding variant, or copy within a single edition or issue (see introductory section X.1.5 and Appendix E), transcribe statements such as the following in the edition area, even if they represent a substantially unchanged impression of that edition: a statement consisting entirely or chiefly of characters that are neither numeric nor alphabetic; a statement consisting of one or more letters or numbers without accompanying words; or a statement consisting only of words that convey numbers. Supply appropriate words or abbreviations in square brackets, as needed. Make a note to indicate the source of the statement if other than the recto of the sheet (for cartographic materials printed or drawn on sheets), the title page (for atlases), or the item itself (for globes and other three-dimensional cartographic resources).

29th thousand

*Note:* The words "29th thousand" taken from cover

If identification of the substantially unchanged impression is based on a publisher's code or number line or on information found in a reference source, supply an appropriate statement in square brackets, as needed. Indicate the basis for the statement in a note.

[3rd printing]

*Note:* Number line on t.p. verso indicates 3rd printing: "8 7 6  
5 4 3 88 89 90 91 92"

## **2B5. No edition statement**

**2B5.1.** If the material does not contain an edition statement, but is known to contain significant changes from other editions, or an edition statement for it is provided by a reference source, do not supply an edition statement based on this information. Give the information in a note.

*Note:* "State 4"--Shirley

(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Shirley, R.W. Mapping of the world (4th ed.))

*Alternative rule:* If a decision has been made to create a separate bibliographic description for an individual impression, state, binding variant, or copy within a single edition or issue (see introductory section X.1.5 and Appendix E), supply a distinguishing edition statement in square brackets if the material does not contain an edition statement, but is known to contain significant changes from other editions, or an edition statement for it is provided by a reference source. Use judgment in deciding whether to supply the statement in the language of the other elements in the description, the language of the cataloging agency, or the language of the reference source. Indicate the basis for the statement in a note.

[State 1]

*Note:* The first state, with the plate mark extending off the top of the sheet; see Burden

*(Comment:* A separate note is used to provide a full citation for the reference to the published description in: Burden, P.D. Mapping of North America)

**2B5.2.** If the material contains only a statement that refers to another edition (e.g., as part of a preface to an earlier edition or a summary of the work's publication history), do not transcribe the information as an edition statement and do not supply an edition statement based on the information. Notes may be made on such statements if considered important.

*Optional note:* "Preface to the first edition": p. 5-7

*(Comment:* The publication is not the first edition)

## **2B6. Edition statements that are grammatically inseparable parts of other areas**

If an edition statement is a grammatically inseparable part of another area according to one or more of the conditions enumerated in 1B2.1, and has been transcribed as such, do not repeat it as an edition statement.

Army and navy edition of Cram's quick reference atlas and gazetteer of the world

## **2B7. Transposition of edition statements**

Transpose grammatically separable edition statements into the edition area from other parts of the prescribed source of information. For atlases, provide details of the transposition in a note. For other materials, make a transposition note if considered important.

New and improved edition

*Note:* Edition statement at head of title page

**2B8. Edition statements with grammatically inseparable information**

If information pertaining to other elements of the description (e.g., an original title or other information concerning the original work) is grammatically inseparable from the edition statement according to one or more of the conditions enumerated in 1B2.1, transcribe it as part of the edition statement. If illustration statements or statements such as “in two volumes” appear with an edition statement, transcribe them as they appear (see also 1E3).

**2B9. Edition statements in more than one language or script**

**2B9.1.** If the material bears edition statements in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first in the source. Transcribe the remaining statement(s), together with any associated statements of responsibility, as parallel edition statements. Precede each parallel statement by an equals sign. For atlases, make a note to indicate the original position on the source of any transposed statements. For other materials, make a transposition note if considered important.

Nouvelle edition 1790, beaucoup ameliorée = Ny och förbättrad  
uplaga 1790

**2B9.2.** *Optionally*, if it is considered that the parallel statements are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, omit parallel statements after the first using the mark of omission. Transcribe the omitted statement(s) in a note if considered important.

**2B10. Two or more works with at least one edition statement**

If the source bears the titles of two or more individual works contained in the material, and one or more of these works has an edition statement associated with it, transcribe each edition statement in the title and statement of responsibility area along with the title to which it pertains.

Winnipeg & Manitoba street atlas : 4th edition, includes back  
road atlas ; Manitoba back road atlas : new edition, includes  
street atlas

*(Comment: Two atlases printed on inverted pages and issued as a single volume)*

## 2B11. Edition statements on multipart monographs

**2B11.1.** If cataloging a multipart monograph, and the edition statement varies or does not appear on all of the parts, ascertain whether the set was issued as such. If the publication was issued as such, base the transcription on the first or earliest part and make a note to indicate variation in, or absence of, the edition statements in the subsequent parts. In case of doubt, assume the set was not issued as such.

Revised edition

*Note:* Vol. 2 issued without the edition statement

However, for map series and sets (see Appendix P and Appendix Q), transcribe an edition statement only if it applies to the resource as a whole. Make a note to indicate any variation in the edition statements appearing on the individual parts (see 7B7.8).

**2B11.2.** If the multipart monograph is known or assumed to be a made-up set (assembled from different editions by an owner) and reliable descriptions of the editions are available, make separate descriptions for each edition. In each description, make a local note indicating that the set is imperfect and identifying which parts are wanting.

Second edition

*Local note:* Library's copy imperfect: v. 2 wanting; a previous owner has supplied v. 2 from the 3rd ed. to create a made-up set

*(Comment:* The first of two descriptions associated with the made-up set)

Third edition

*Local note:* Library's copy imperfect; v. 1 wanting; a previous owner has supplied v. 1 from the 2nd ed. to create a made-up set

*(Comment:* The second of two descriptions associated with the made-up set)

**2B11.3.** If the multipart monograph is known or assumed to be a made-up set and reliable descriptions of the editions are not available, base the description on the copy in hand. Make a note to indicate that the description is based on a made-up set.

First edition

*Note:* Description based on a made-up set; v. 3 has "second edition"

## 2C. Statements of responsibility relating to the edition

### 2C1. General rule

**2C1.1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a given work following the edition statement if there is one. Such statements may include the reviser or illustrator of a new edition, or a corporate body responsible for a new edition. Follow the instructions in 1F for the transcription and punctuation of such statements of responsibility.

Nouvelle édition / réduite par M. de Vaugondy en 1772

First American from the latest London edition / corrected and improved by John Melish

Corrected to October 1861 / by Henry H. Browne, general insurance surveyor, 14 Wall Street, New York

Corrigée et augmentée en 1780 / par J.N. Buache, géog. ord. du roi

**2C1.2.** Do not, however, apply this provision to such statements that do not name or otherwise identify a person or corporate body.

The second edition revised and corrected

*not* The second edition / revised and corrected

**2C1.3.** In determining the extent of the edition statement and the beginning of the statement of responsibility relating to the edition, it may be necessary to take into account the layout, punctuation, and typography of the source as well as the sense of the text. Such words as “Revised and enlarged,” when appearing with the name of a person or body, might be transcribed either as part of the edition statement or as part of the statement of responsibility relating to the edition, depending on their presentation in the source.

### 2C2. Transposition of statements of responsibility not relating to the edition

If a statement of responsibility appears after the edition statement, transpose it to the title and statement of responsibility area in all cases except when it clearly applies only to the edition being cataloged. For atlases, make a note to indicate this transposition. For other materials, make a transposition note if considered important.

## AREA 2. EDITION

Le royaume de France : et ses acquisitions vers les Pays Bas ,  
l'Allemagne, l'Italie et l'Espagne, avecq les pays  
circomvoisins, &c. / par le Sr. Sanson d'Abbeville geogr.  
ordre. de Sa Majesté. -- Nouvellement reveue et corrigée  
*Optional note:* The Sanson statement appears in the cartouche  
after the edition statement

*(Comment:* Statement of responsibility applies to all editions)

### **2C3. Phrases about notes, appendixes, etc.**

**2C3.1.** If there are phrases about notes, appendixes, and such supplementary matter and they apply to the edition in hand but not necessarily to all editions of the work, transcribe them as statements of responsibility relating to the edition only in the case when the phrase names or otherwise identifies a person or corporate body and appears in the same source as the edition statement.

A new facsimile edition of the original published in 1825 / with  
an introduction by Francis Marion Hutson of the Historical  
Commission of South Carolina ; all maps in the edition were  
hand coloured by Dan Millsaps, Jr.

**2C3.2.** If the phrase does not name a person or corporate body, transcribe it as part of the edition statement proper or as part of the first statement of responsibility relating to the edition, as appropriate. Do not introduce the semicolon (as in 1F15.2) to separate such phrases from preceding statements of responsibility.

Editio secunda qua et ampliores descriptiones & novae tabulae  
geographicae accesserunt

Edition nouvelle, augmenté d'un appendice de plusieurs nouvelles  
tables et descriptions de diverses regions d'Allemagne, France,  
Pays Bas, Italie et de l'une et l'autre Inde, le tout mis en  
son ordre

Sixth edition / revised by Major-General Sir C.W. Wilson ... to  
which is added a new geographical index

**2C3.3.** For atlases, if such phrases have been transposed from a position preceding the edition statement, provide details of the transposition in a note. For other materials, make a transposition note if considered important.



#### **2C4. Statements of responsibility relating to the edition in more than one language or script**

**2C4.1.** If the material has parallel edition statements (see 2B9) but a statement of responsibility relating to the edition in only one language or script, transcribe the statement of responsibility after all the edition statements.

**2C4.2.** If the material has parallel edition statements (see 2B9) and statements of responsibility relating to the edition in more than one language or script, transcribe each statement of responsibility after the edition statement to which it relates.

**2C4.3.** For atlases, make a note to indicate the original position on the source of any transposed statements of responsibility. For other materials, make a transposition note if considered important.

#### **2D. Statement relating to a named revision of an edition**

**2D1.** If the material is a named revision of an edition, transcribe the statement relating to that revision as instructed in 2B.

The second edition, Reprinted with a new preface  
(*Comment:* Statement indicates the publication is a revision of the second edition)

3d. edition, Carefully revised and additions made in 1848  
(*Comment:* Statement indicates the publication is a revision of the third edition)

**2D2.** Do not transcribe a statement relating to a reissue of an edition if it represents a substantially unchanged impression of that edition. Omit the impression statement without using the mark of omission. Local notes may be made about such statements if considered important.

The second edition  
*Optional local note:* Library's copy is "The fifth impression"

*Alternative rule:* If a decision has been made to create a separate bibliographic description for an individual impression, state, binding variant, or copy within a single edition or issue (see introductory section X.1.5 and Appendix E), transcribe a statement relating to a reissue of an edition, even if it represents a substantially unchanged impression of that edition, in the edition area. Make a note to indicate the source of the statement if other than the recto of the sheet (for cartographic materials printed or drawn on sheets), the title page (for atlases), or the item itself (for globes and other three-dimensional cartographic resources).

The second edition, The fifth impression

*Note:* "The fifth impression" taken from the t.p. verso

## **2E. Statements of responsibility relating to a named revision of an edition**

**2E1.** Transcribe a statement of responsibility relating to a named revision of an edition following the statement relating to the revision.

Third edition, The second revision / with considerable additions  
and an appendix by George Wither

**2E2.** Transcribe such statements of responsibility according to the applicable provisions of 2C.

### 3. MATHEMATICAL DETAILS AREA<sup>13</sup>

Contents:

3A. Preliminary rule

3B. Statement of scale

3C. Statement of projection

3D. Statement of coordinates and equinox

#### 3A. Preliminary rule

##### 3A1. Prescribed punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede this area by a period-space-dash-space.

Precede each repetition of this area by a period-space-dash-space.

Precede the projection statement by a semicolon.

Enclose the statement of coordinates and equinox in one pair of parentheses.

If both coordinates and equinox are given, precede the statement of equinox by a semicolon.

Precede the statement of epoch by a comma.

- . -- Scale statement
  - . -- Scale statement. -- Scale statement
  - . -- Scale statement ; projection statement
  - . -- Scale statement ; projection statement. -- Scale statement ; projection statement
- 

<sup>13</sup> For cartographic materials issued and cataloged as serials, follow the instructions in area 3 of DCRM(S) for transcribing numbering characteristics. Give the numbering as a separate area, preceded by a period-space-dash-space, following the mathematical details area(s).

## AREA 3. MATHEMATICAL DETAILS

- . -- Scale statement ; projection statement (coordinates)
- . -- Scale statement ; projection statement (coordinates ; equinox)
- . -- Scale statement ; projection statement (coordinates). -- Scale statement ; projection statement (coordinates)
- . -- Scale statement ; projection statement (coordinates ; equinox). -- Scale statement ; projection statement (coordinates ; equinox)
- . -- Scale statement (coordinates)
- . -- Scale statement (coordinates ; equinox, epoch)
- . -- Scale statement (coordinates ; equinox). -- Scale statement (coordinates ; equinox)

### 3A2. Sources of information

Take information for this area from any source. Do not enclose supplied information in square brackets.

### 3A3. Form and order of information

**3A3.1. Form.** Record mathematical details in this area in normalized form. Follow the rules for capitalization in Appendix C and AACR2, Appendix A. Use English words and abbreviations as found in AACR2, Appendix B. Use numerals as instructed in AACR2, Appendix C.

Do not transcribe information in the form in which it appears in the material, unless otherwise instructed in the following rules (see 3B4). Make a note transcribing information in the form in which it appears in the material if required by specific rules or if considered important.

**3A3.2. Order.** This area is repeatable. When cataloging cartographic materials containing multiple maps or multiple parts, be careful to coordinate the information provided in the title and statement of responsibility area, the mathematical details area(s), the physical description area, and any formal contents in the note area to ensure consistency in the description as a whole.

If more than one instance of the area is required, give them in the following order:

- a) If the material has no collective title, give the areas in the same order in which the titles of the individual works are given in the title and statement of responsibility area (see 1G1-1G3).
- b) If the material has a collective title, give the areas in the same order in which the titles of the individual works are given in the formal contents note, if applicable. If the titles of the individual works are not given in a formal contents note but the collective title implies a particular order, give the areas in the implied order.
- c) As a last resort, give the areas in scale order, with the largest scale first.

Do not use this area to record mathematical details for insets, ancillary maps, supplementary maps, and works indicated in informal contents notes. Provide mathematical details for such works as part of the informal contents notes (see 7B17.2) if considered important.

### 3B. Statement of scale

#### 3B1. General rule

**3B1.1.** Give the scale of the material as a representative fraction, expressed as a ratio (1: ),<sup>14</sup> unless instructed otherwise in the following rules. Precede the ratio by "Scale."

Scale 1:500,000

Give the scale as a representative fraction in this area even if scale information has been transcribed as a grammatically inseparable part of another area.

Bartholomew one inch map of the Lake District. -- Revised. --  
Scale 1:63,360

*(Comment: Scale information transcribed as part of the title proper)*

Carte du Cameroun au 1:500 000. -- Scale 1:500,000

---

<sup>14</sup> Throughout these rules, except in areas of direct transcription (e.g., title and statement of responsibility area), examples follow Library of Congress practice in using commas as separators within the representative fraction. However, following the metric convention of using spaces or periods for this purpose, as is standard national practice elsewhere, is also acceptable.

## AREA 3. MATHEMATICAL DETAILS

*(Comment: Scale information transcribed as part of the title proper)*

A map of England & Wales, divided into counties, parliamentary divisions & dioceses : shewing the principal roads, railways, rivers & canals, and the seats of the nobility and gentry with the distance of each town from the General Post Office, London / projected from the triangulation for the survey made under the direction of the Honorable The Board of Ordnance on a scale of five miles to an inch and corrected to the present time. --  
Scale 1:316,800

*(Comment: Scale information transcribed as part of the statement of responsibility)*

**3B1.2. Approximate scale.** If any word or abbreviation indicating that the scale is an approximation (e.g., ca., circa, approx., approximately) appears in the material with the scale statement, give the scale as a representative fraction preceded by the abbreviation "ca." Do not use other abbreviations or terms.

Scale ca. 1:36,000,000

*(Comment: Scale statement on map is preceded by the word "approximately")*

**3B1.3. Scale expressed in words.** If a scale statement found in the material is expressed in words rather than as a representative fraction, give it as a representative fraction. See Appendix J for methods to convert such verbal scale statements to representative fractions. Make a note transcribing the verbal scale statement that has been used as the basis for calculating the representative fraction (see 7B8.1).

Scale 1:253,440

*Note: Scale statement on map reads "1 inch to 4 miles"*

Scale 1:2,400

*Note: Scale statement on map reads "200 feet to one inch"*

Scale 1:1,520,640

*Note: Scale statement on map reads "24 miles to an inch"*

Scale 1:95,096

*Note: Scale statement on map reads "128 chains to an inch"*

Scale 1:5,000

*Note: Scale statement on map reads "1 millimètre pour 5 mètres"*

**3B1.4. Scale expressed graphically.** If no representative fraction or verbal scale statement is found in the material, estimate a representative fraction from a bar scale, grid, or other graphic expression of scale appearing in the material. Give the representative fraction preceded by "ca." See Appendix J for methods to

estimate representative fractions from graphic expressions of scale such as bar scales and grids. Make a note describing how the scale is represented in the material and indicating that it has been used as the basis for estimating the representative fraction (see 7B8.1).

Scale ca. 1:30,000

*Note:* Scale estimated based on map statement describing grid squares: "The squares formed by the horizontal and perpendicular lines are one mile each way"

Scale ca. 1:1,000,000

*Note:* Bar scale on map given in millaria Germanica; scale estimated by measurement of degree of latitude

Scale ca. 1:63,360

*Note:* Scale approximated from horizontal bar scale given in miles

Scale ca. 1:23,500

*Note:* Scale estimated using distance between concentric circles printed on map: "circles = half mile"

Scale ca. 1:6,000,000

*Note:* Scale approximated from horizontal bar scale given in English leagues

**3B1.5. Scale cannot be expressed as a representative fraction.** If scale is represented verbally or graphically in the material, but cannot be expressed as a representative fraction (e.g., because of lack of legibility or unfamiliar units of measure not covered in Appendix J or conversion tables in standard reference sources), give the statement "Scale not determined." Make a note describing how the scale is represented in the material (see 7B8.1).

Scale not determined

*Note:* Bar scale on map shows 50 lieues communes de Perse = 1 1/2 inches

*(Comment:* Cataloger could not find conversion table for an unfamiliar unit of measure)

If scale is represented verbally using imaginary units of measure, transcribe it within quotation marks. If scale is represented graphically using imaginary units of measure, give the statement "Scale not determined." Make a note describing how the scale is represented in the material (see 7B8.1).

Scale "one inch = 6 Texas grapefruit"

*(Comment:* Pictorial map of Texas, with scale represented verbally using imaginary units of measure)

Scale not determined

### AREA 3. MATHEMATICAL DETAILS

*Note:* Bar scale on map given in "lieues d'amitié"  
(*Comment:* Map of an imaginary place, with scale represented graphically using imaginary units of measure on a bar scale)

**3B1.6. Scale inaccurate.** If the scale statement found in the material is known to be inaccurate, and a more accurate scale statement can be determined, give the representative fraction that corresponds to the more accurate scale statement. Otherwise, give the statement "Scale not determined." Make a note transcribing the inaccurate scale statement and indicating the basis for any supplied scale statement (see 7B8.1).

Scale ca. 1:63,360  
*Note:* Scale estimated using bar scale on map. Scale statement on map ("1 mile to 3 inches") is not accurate

**3B1.7. Scale not given.** If no scale is found in the material (whether as a representative fraction, verbally, or graphically), give the statement "Scale not given."

*Optionally,* instead supply a scale statement using one of the following methods:

- a) Estimate the scale based on a known distance between two places on the map and give the estimated scale as a representative fraction preceded by "ca." Make a note indicating the known distance that has been used as the basis for estimating the scale (see 7B8.1).

Scale ca. 1:24,400  
*Note:* Scale estimated using distance between Steuart St. and Powell St. along Market St.

- b) Estimate the scale by comparison with a cartographic item of known scale and give the estimated scale as a representative fraction preceded by "ca." Make a note indicating that a comparison has been used as the basis for estimating the scale (see 7B8.1).

Scale ca. 1:15,000  
*Note:* Scale estimated by comparison to a similar map of known scale

- c) Supply a scale statement as a representative fraction based on information found in a reference source. Make a note indicating the source used as the basis for supplying the scale statement (see 7B8.1).

Scale ca. 1:32,000  
*Note:* Scale from Klaus



(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Klaus, W. Pläne und Grundrisse von Städten kapitalistischer Länder Europas (1500-1850))

### 3B2. Variable scale

If the scale within one map varies and the outside values are known, give both scales connected by a hyphen. See Appendix J for more information on maps drawn on a variable scale.

Scale 1:16,000–1:28,000

(*Comment:* Scale on map changes at a continuous ratio, or at set intervals, out from the center)

If the values are not known, give the statement “Scale varies.”

### 3B3. Not drawn to scale

If the material is not drawn to scale, give the statement “Not drawn to scale.”

Nueva vista de Gibraltar : levantada sobre los mas exactos planos y modernos documentos del año de 1782 / Barte. Vazqz. la grabó.  
-- Not drawn to scale

### (*Comment:* A bird's-eye view not drawn to scale)3B4. Nonlinear scale

**3B4.1.** If the material has a nonlinear scale statement (e.g., celestial charts, isodemographic maps, maps with proportional symbols for quantitative measurements, etc.), transcribe it within quotation marks.

Scale "1 square inch = 300,000 people"

**3B4.2.** If no scale statement is found in the material, give the statement “Scale not given.” Do not estimate a scale. *Optionally*, for celestial material lacking a scale statement, determine the scale where possible and express it as an angular scale in **mm** per degree, preceded by “ca.”

Scale ca. 88 mm per 1°

### 3B5. Vertical scale or exaggeration

**3B5.1.** If describing a two- or three-dimensional representation of vertical features (e.g., relief model, block diagram, profile), give the vertical scale or exaggeration, if it is found in the material or can be readily ascertained, following

### AREA 3. MATHEMATICAL DETAILS

the horizontal scale. Express it as a representative fraction or exaggeration ratio, preceded by "Vertical scale" or "Vertical exaggeration" as appropriate.

Scale 1:31,000,000. Vertical exaggeration 5:1

Scale 1:250,000. Vertical scale 1:25,000. Vertical exaggeration 10:1

**3B5.2.** Make a note describing how the vertical scale or exaggeration is represented in the material and indicating the basis for estimating the representative fraction or exaggeration ratio, if appropriate (see 7B8.1).

Scale ca. 1:180,000. Vertical scale ca. 1:6,150

*Note:* Horizontal scale approximated from horizontal bar scale given in miles. Vertical scale approximated from vertical bar scale given in hundreds of feet

**3B5.3.** If the material representing vertical features has no indication of vertical scale or exaggeration, and it cannot be readily ascertained, do not estimate it. Give the statement "Vertical scale not given" or "Vertical exaggeration not given" as appropriate.

Scale 1:5,300,000. Vertical scale not given

### **3B6. Two or more representations of scale**

Make a note indicating the presence of multiple representations of scale for a single map, etc., if considered important (see 7B8.1).

Scale ca. 1:1,000,000

*Note:* Bar scales given in milliaria Germanica, milliaria Gallica, and milliaria Danica; scale estimated by measurement of degree of latitude

*(Comment:* Scale is only represented graphically in the material, thus 3B1.4 requires a note on the bar scale and an indication of the basis for the scale calculation; providing additional details on the presence of multiple bar scales is optional)

### **3B7. Two or more scales**

**3B7.1.** In describing material in which the main maps, etc., are of more than one scale, give each scale in a separate scale statement. Give the statements in the order specified in 3A3.2.

Scale 1:50,000. -- Scale 1:250,000

Scale 1:7,819,000. -- Scale ca. 1:15,000,000

**3B7.2.** *Optionally*, in describing material in which three or more main maps, etc., are of more than one scale, give the statement "Scales differ."

### 3C. Statement of projection

#### 3C1. General rule

**3C1.1.** Record statements of projection in this area following the instructions below. Give multiple statements in the order specified in 3A3.2, if applicable. Give the statement of projection even if it has already been transcribed as part of another area.

; conic equidistant proj.

; Van der Grinten proj.

; bipolar oblique conic conformal proj.

A new and correct chart from England to Guinea : with all the tradeing part of the West Indies, according to Mr. Edwd. Wrights projection vulgarly called Mercators chart / by Saml. Thornton at the England, Scotland, and Ireland in the Minorities, London. -- Scale ca. 1:16,500,000 ; Mercator proj.

(*Comment:* Projection transcribed as other title information)

**3C1.2. Projection not given.** *Optionally*, if no statement of projection is found in the material, supply the statement of projection. Make a note to indicate the statement has been supplied and provide the source if the information has been taken from a reference source (see 7B8.2).

; Mercator proj.

*Note:* Projection supplied by cataloger

Describe the peculiarities of an undetermined projection in a note if considered important (see 7B8.2).

**3C1.3. Associated phrases.** *Optionally*, give phrases associated with the projection statement that concern meridians and/or parallels. Make a note to provide information about ellipsoids if considered important (see 7B8.2).

; azimuthal equidistant proj. centered on Nicosia, N 35°10', E 33°22'

; Lambert conformal conic proj. based on standard parallels 33° and 45°

## AREA 3. MATHEMATICAL DETAILS

; transverse Mercator proj., central meridian 35°13'30"E

; Gauss proj.

Note: International ellipsoid

### 3C2. Two or more projections in one mathematical details area

**3C2.1. Two projections.** If describing a single map drawn using two projections, or multiple maps having the same scale that are drawn using no more than two projections, give both projections in a single statement, together with any associated phrases. Connect the two projections by the word "and."

; Lambert conformal conic proj., standard parallels 49°N and 77°N, and modified polyconic proj. north of latitude 80°

**3C2.2. More than two projections.** Do not record more than two projections in a single mathematical details area. If considered important, the projections may be recorded in a note (see 7B8.2).

### 3D. Statement of coordinates and equinox

#### 3D1. General rule

**3D1.1. *Optionally*,** record statements of coordinates and equinox in this area, following the instructions below. Give multiple statements in the order specified in 3A3.2, if applicable. Do not record statements of coordinates and equinox for materials depicting imaginary places.

#### 3D2. Terrestrial materials

**3D2.1. Order of coordinates.** For terrestrial materials, give the bounding coordinates indicating the area of coverage in the following order:

- › westernmost extent of area covered by material (longitude)
- › easternmost extent of area covered by material (longitude)
- › northernmost extent of area covered by material (latitude)
- › southernmost extent of area covered by material (latitude)

**3D2.2. Sexagesimal system with Greenwich prime meridian.** Express the coordinates in degrees (°), minutes (′), and seconds (″) of the sexagesimal system (360° circle) taken from the Greenwich prime meridian. For large scale material, record degrees, minutes, and seconds; for medium-scale material, record degrees

and minutes; for small-scale material, record degrees only. Precede each coordinate by **W**, **E**, **N**, or **S**, as appropriate. Separate the two sets of longitude and latitude by a diagonal slash, neither preceded nor followed by a space. Separate each longitude or latitude from its counterpart by a dash, neither preceded nor followed by a space.

(E 79°--E 86°/N 20°--N 12°)

(*Comment: A small-scale map*)

(E 15°00'00"--E 17°30'45"/N 1°30'12"--S 2°30'35")

(*Comment: A large-scale map*)

(W 74°50'--W 74°40'/N 45°05'--N 45°00')

(*Comment: A medium-scale map*)

(W 180°--E 180°/N 90°--S 90°)

(*Comment: Coordinates for a globe or a world map*)

Be consistent in providing coordinates in: degrees only; degrees and minutes only; or degrees, minutes, and seconds. Record minutes and seconds as double digits, supplying zeros where necessary to ensure consistency.

(W 133°15'--W 54°00'/N 54°00'--N 14°00')

To convert from other coordinate systems to the sexagesimal system, see Appendix K.

**3D2.3. Decimal degrees.** *Optionally*, record coordinates as decimal degrees.<sup>15</sup> Do not include a plus or minus sign in the statement of coordinates. Precede each coordinate by **W**, **E**, **N**, or **S**, as appropriate.

(W 95.15°--W 74.35°/N 56.85°--N 41.73°)

**3D2.4. Coordinate pairs.** *Optionally*, in situations where a more precise indication of geographic coverage is desired, describe each closed polygon using a string of coordinate pairs, in which each pair represents a vertex of the polygon.

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<sup>15</sup> Coordinates given in decimal degrees for locations east of Greenwich and north of the equator are expressed as positive numbers and may be preceded by a plus sign in the material. Locations west of Greenwich and south of the equator are expressed as negative numbers and are preceded by a minus sign in the material.

### AREA 3. MATHEMATICAL DETAILS

List coordinate pairs in clockwise order, starting with the southeasternmost vertex of the polygon. In each coordinate pair, give longitude, followed by latitude, and express each in degrees, minutes, and seconds as appropriate to the size of the area being described.

Enclose each coordinate pair string in parentheses; separate longitude from latitude in any one pair with a diagonal slash, and separate coordinate pairs within a string with space, semicolon, space.

Polygons must have non-intersecting boundaries. The first and last coordinate pairs are the same.

(W 114°/N 32° ; W 117°/N 33° ; W 121°/N 35° ; W 125°/N 43° ; W 120°/N 42° ; W 120°/N 39° ; W 115°/N 34° ; W 114°/N 32°)

For situations in which an area or areas within a given polygon are excluded, list the coordinate pairs for any excluded area as given above, but in counterclockwise order.

(W 115°40'/N 33°15' ; W 115°35'/N 33°20' ; W 115°55'/N 33°32' ; W 116°05'/N 33°32' ; W 116°10'/N 33°30' ; W 115°50'/N 33°20' ; W 115°40'/N 33°15')

**3D2.5. Coordinates not extending to neat line.** When the coordinates in the material do not extend to the neat line or the edge of the material, establish them as precisely as possible by extrapolation. Make a note giving the extent of the coordinates appearing on the map if considered important (see 7B8.3).

(W 75°45'--W 73°35'/N 41°20'--N 38°55')  
*Optional note:* Coordinates on map (W 75°--W 74°/N 41°--N 39°) do not extend to neat line

**3D2.6. Non-Greenwich prime meridians.** If the material has a non-Greenwich meridian (or multiple such meridians) designated as the prime meridian(s), as is common with early materials, convert the coordinates to express longitude as measured from the Greenwich meridian (see Appendix K2.1 and K2.2). Make a note identifying the non-Greenwich meridian(s) designated as prime in the material and clarifying that the coordinates have been converted (see 7B8.3). If a combination of Greenwich and non-Greenwich meridians have been designated as prime in the material, make a note identifying them (see 7B8.3).

(W 101°--W 65°/N 45°--N 24°)

*Note:* Prime meridian: Washington, D.C. Coordinates converted by cataloger to express longitude as measured from the Greenwich meridian

(E 112°--E 142°/N 42°--N 22°)

*Note:* Prime meridians: Greenwich, Ferro, and Paris

**3D2.7. Coordinates distorted or inaccurate.** If the coordinates given in the material are significantly distorted or inaccurate, record the present-day coordinates for the area represented. If necessary, consult an authoritative reference source (such as a gazetteer, database, or online bounding box tool) or compare the material to another cartographic resource with coordinates that cover the same area. Make a note indicating the distortion or inaccuracy in the material and, if necessary, giving the source for the corrected coordinates. Also note any unusual intermediate coordinates enumerated in the material if considered important (see 7B8.3).

(W 76°--W 73°/N 41°--N 39°)

*Note:* Map has latitude grid numbers printed in reverse order, with 39 shown as the northernmost parallel and 41 as the southernmost parallel

**3D2.8. Coordinates not given.** *Optionally*, when the coordinates are not given in the material, establish them as accurately as possible (within the guidelines set for the scale range, as illustrated in Appendix K) by consulting an authoritative reference source (such as a gazetteer, database, or online bounding box tool) or by comparing the material to another cartographic resource with coordinates that cover the same area. Make a note to indicate that the coordinates have been approximated and are not given in the material (see 7B8.3).

(W 122°31'--W 122°21'/N 37°49'--N 37°42')

*Note:* Coordinates not present on map; approximated by comparison with another map

(E 6°06'--E 8°57'/N 47°50'--N 45°48')

*Note:* Coordinates not present on map; approximated by comparison using Google Earth

### 3D3. Celestial materials

**3D3.1. Coordinates.** For celestial charts, give as coordinates the right ascension of the material, or the right ascensions of the western and eastern limits of its collective coverage, and the declination of the center of the material, or the northern and southern limits of its collective coverage.

### AREA 3. MATHEMATICAL DETAILS

Designate the right ascension by "RA", followed by the hours and, when necessary, minutes and seconds of the twenty-four-hour clock.

Designate the declination by "Decl. ", followed by the degrees ( $^{\circ}$ ) and, when necessary, minutes ( $'$ ) and seconds ( $''$ ) of the sexagesimal system ( $360^{\circ}$  circle), using a plus sign (+) for the northern celestial hemisphere and a minus sign ( $-$ ) for the southern celestial hemisphere.

Separate right ascensions and declinations from each other by a diagonal slash, neither preceded nor followed by a space. When two right ascensions are found, give both separated by "to". When two declinations are found, give both separated by "to".

**3D3.2. Equinox and epoch.** When coordinates are given, also give the statement of equinox. Express the equinox as a year preceded by a semicolon and "eq. " Also give a statement of the epoch when it is known to differ from the equinox. Separate it from the statement of the equinox by a comma, and precede it by "epoch".

(RA 16 hr./Decl.  $-23^{\circ}$  ; eq. 1950)

(RA 2 hr./Decl.  $+30^{\circ}$  ; eq. 1950)

(RA 2 hr. 00 min. to 2 hr. 30 min./Decl.  $-30^{\circ}$  to  $-45^{\circ}$  ; eq. 1950)

(RA 16 hr. 30 min. to 19 hr. 30 min./Decl.  $-16^{\circ}$  to  $-49^{\circ}$  ; eq. 1950, epoch 1948.5)

**3D3.3. Centered on a pole.** For charts centered on one of the two poles, give the declination limit.

(Centered at South Pole/Decl. limit  $-60^{\circ}$ )

**3D3.4. Declination zones.** For atlases or collections of charts arranged in declination zones, give the declination limits of each zone, but omit the statement of right ascension. If the zones are numerous, give the declination limits of the first few zones followed by the mark of omission and the declination limit of the last zone.

(Zones  $+90^{\circ}$  to  $+81^{\circ}$ ,  $+81^{\circ}$  to  $+63^{\circ}$ ,  $+63^{\circ}$  to  $+45^{\circ}$  ; eq. 1950)

(Zones  $+90^{\circ}$  to  $+81^{\circ}$ ,  $+81^{\circ}$  to  $+63^{\circ}$ , ...  $-81^{\circ}$  to  $-90^{\circ}$  ; eq. 1950)



## **4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC., AREA**

Contents:

4A. Preliminary rule

4B. Place of publication, distribution, production, etc.

4C. Name of publisher, distributor, etc.

4D. Date of publication, distribution, production, etc.

4E. Place of manufacture

4F. Name of manufacturer

4G. Date of manufacture

### **4A. Preliminary rule**

#### **4A1. Prescribed punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede this area by a period-space-dash-space.

Precede a second or subsequently named place of publication, distribution, production, etc., by a semicolon, unless a linking word or phrase is given in the material.

Precede the name of the first publisher, distributor, etc., by a colon. Precede the name of a second and any subsequent publisher, distributor, etc., by a colon, unless a linking word or phrase is given in the material.

Precede the date of publication, distribution, production, etc., by a comma.

Enclose the details of manufacture (place, name, date) within parentheses.

Precede a second or subsequently named place of manufacture by a semicolon, unless a linking word or phrase is given in the material.

Precede the name of the first manufacturer by a colon. Precede the name of a second and any subsequent manufacturer by a colon, unless a linking word or phrase is given in the material.

Precede the date of manufacture by a comma.

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

### **4A2. Sources of information**

**4A2.1.** For cartographic materials other than atlases, the prescribed sources of information for the publication, distribution, production, etc., area are the chief source of information and any accompanying material, in that order of preference. For atlases, the prescribed sources of information for the publication, distribution, production, etc., area are the title page, colophon, other preliminaries, and dust jacket (see introductory section IX.2), in that order of preference. If the information for an element is not present in these sources, any source may be used to supply needed information (see 0G6). If statements belonging to different elements are found in separate sources, combine them to make a complete statement in the publication, distribution, production, etc., area. However, do not combine statements belonging to a single element when they appear in different sources within the material.

**4A2.2.** If any part of the publication, distribution, production, etc., area is taken from a source other than the recto of the sheet (for cartographic materials printed or drawn on sheets), the title page (for atlases), or the item itself (for globes and other three-dimensional cartographic resources), make a note to indicate its source (see 7B9.2). Make a note about information not transcribed in the publication, distribution, production, etc., area if considered important.

### **4A3. Form and order of information**

**4A3.1.** Transcribe publication, distribution, production, etc., information in the form and order in which it is presented in the source, unless instructed otherwise by specific rules (see 0G).

**4A3.2.** If statements belonging to different elements appear out of order, or as part of another area, and they are grammatically separable, transpose them as needed. For atlases, make a note indicating the original position of the transposed elements. For other materials, make a transposition note if considered important.

Philadelphia : Everts, Ensign & Everts, 714 & 716 Filbert St.,  
1876

*Note:* On t.p., place of publication follows street address in  
imprint

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

Philadelphia : Published by S. Augustus Mitchell : For sale by S. Augustus Mitchell, N.E. corner of Market & Seventh Streets, 1846

*Optional note:* Publisher name appears before remainder of imprint on map

**4A3.3.** If the elements are not grammatically separable, or their transposition would result in an ambiguous or otherwise confusing construction, transcribe them in the order found and supply missing elements in square brackets as needed (see 0G6).

London : Published Feby. 1st. 1822 by G. and W.B. Whitaker, T. Cadell, and N. Hailes, [1822]

*(Comment:* The date of publication has not been transposed because it is not a grammatically separable element)

**4A3.4.** If a statement with grammatically inseparable elements contains information relating both to the publication, distribution, etc., of the cartographic material and to the persons or corporate bodies who have contributed to its intellectual or artistic content (e.g., author, cartographer, draftsman, engraver, governmental mapping agency, illuminator, reviser, editor, surveyor, designer, etc.), use judgment in deciding whether to transcribe the statement as part of the publication, distribution, production, etc., area or as a statement of responsibility.<sup>16</sup>

A geological map of the United States / engraved & printed by Fenner, Sears & Co. -- London : Published March 15, 1832 by I.T. Hinton & Simpkin & Marshall, [1832]

*(Comment:* The engraver statement containing the name of the printer has been transcribed as a statement of responsibility)

*but* The coast of Guyana from the Oroonoko to the River of Amazons and the inland parts as far as they have been explored by the French & Dutch engineers : with the islands of Barbadoes ... / by L.S. de la Rochette, MDCCCLXXXVIII. -- London : Engraved & published by Willm. Faden, geographer to the King, Charing-Cross, Octor. 6th, 1783

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<sup>16</sup> It is common for persons or corporate bodies responsible for the intellectual or artistic content of cartographic materials to also perform roles relating to the publication, distribution, production, etc., of those materials. Often the layout of the source will suggest the appropriate treatment.

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

*(Comment: The engraver statement containing the name of the publisher has been transcribed in the publication, distribution, production, etc., area)*

### **4A4. Information covered by labels, etc.**

If any of the original details relating to the publication, distribution, production, etc., area are covered by a label, stamp, overprint, or other means showing later information, transcribe the later information. Make a note indicating the information has been transcribed from a label, etc. If the original details covered by the label, etc., are visible or otherwise available, transcribe or give them in a note.

New York : Perris & Browne, publishers of insurance maps, no. 13,  
Chambers Street, [1861?]  
*Note:* Imprint from printed label affixed to top right corner of  
title page

For printed material with manuscript overwrite, use judgment in determining whether or not the overwrite should be transcribed in the publication, distribution, production, etc., area. For a manuscript map that has been created using a published map as a base map, transcribe the manuscript overwrite in the publication, distribution, production, etc., area and give the information relating to the publication, distribution, etc., of the base map in a note. Otherwise, consider the manuscript overwrite to be copy-specific information and give it in a local note if considered important (see 7A4).

### **4A5. Elements relating to publication, distribution, etc., vs. elements relating to manufacture**

Consider the wording, layout, and typography of the material itself when determining the most appropriate place to transcribe information relating to the publication, distribution, production, etc., area. Keep in mind that statements relating to printing will sometimes be more appropriately transcribed as elements of publication, distribution, etc., and sometimes as elements of manufacture.<sup>17</sup> Consult the following instructions for guidance.

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<sup>17</sup> The roles of publishers, printers, and booksellers were not clearly delimited in the hand-press period. Statements relating to printing frequently appear prominently on early printed materials, reflecting the tendency of printers to function as more than solely manufacturers. As

#### 4A5.1. Statements relating to publication, distribution, etc., only

If the material bears only a statement relating to publication, distribution, etc., or multiple such statements, transcribe the statement(s) according to the instructions in 4B, 4C, and 4D.

A Paris : Chez H. Iaillot, 1693

Norimbergae : Impensis Homannianorum Haeredum, 1775

London : Published by W. Faden, geographer to the King & to  
H.R.H. the Prince of Wales, Charing Cross ; Dublin : Sold by W.  
Allen & J. Archer, January 2d., 1797

#### 4A5.2. Statements relating to manufacture only

**4A5.2.1.** If the material bears only a statement relating to manufacture, or multiple such statements, generally assume the manufacturer(s) to also be functioning as publisher(s), distributor(s), etc. Transcribe the statement(s) according to the instructions in 4B, 4C, and 4D. Consider the words “place of publication” and “publisher” in those instructions to refer equally to the place of manufacture and name of manufacturer in such cases.

Coloniae : Ex officina typographica Jani Bussemechers, anno  
MDXCIIII [1594]

London : Printed by Robt. Sayer, no. 53 Fleet Street, 1789

Venezia : Presso Antonio Zatta, 1778

[San Francisco] : R. Münch, lith. : Steam print. of F. Korbel &  
Bros., 1875

**4A5.2.2.** However, if the manufacturer is known not to be the publisher, distributor, etc., and the identity of the publisher, distributor, etc., can be determined or reasonably surmised, supply the name of the publisher, distributor, etc., in square brackets and transcribe the manufacturer statement as such according to the instructions in 4E, 4F, and 4G.

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the publishing industry became increasingly specialized over time, however, the role of the publisher gradually assumed greater importance, while the roles of manufacturer and distributor came to be subordinate.

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

[Louisville, Ky.] : [Louisville and Nashville Railroad Company],  
[1886] ([Louisville, Ky.] : Courier-Journal Job Printing Co.)

### **4A5.3. Statements relating both to publication, distribution, etc., and to manufacture**

If the material bears statements relating both to publication, distribution, etc., and to manufacture, determine whether or not the statements are grammatically separable.

**4A5.3.1.** If the statements are grammatically inseparable, transcribe them according to the instructions in 4B, 4C, and 4D. Consider the words “place of publication” and “publisher” in those instructions to refer equally to the place of manufacture and name of manufacturer in such cases.

Philadelphia : Printed for Mathew Carey, by Lang and Ustick, 1796

[Amsterdam] : Printed and given out at Amsteldam by Nicolas  
Visscher upon the Dam at the signe of the Fisher and are to be  
sould at London by Iohn Overton at the White Horse without  
Newgate, [ca. 1688]

Amstelodami : Ex officina et sumptibus Iudoci Hondii, [ca. 1630]

[Launceston, Tas.] : Published in the Launceston Examiner Office,  
situate in Charles-street, Launceston, Van Diemen's Land, by  
Jonathan Stammers Waddell, residing in Patterson-street, in  
Launceston aforesaid, printer, [1850]

**4A5.3.2.** If the statements are grammatically separable, determine which statement is emphasized in the source, whether typographically (larger font size, uppercase letters, boldface, etc.) or by appearing first in sequence in the source.

**4A5.3.2.1.** If a manufacturer statement has been emphasized, transcribe all of the statements according to the instructions in 4B, 4C, and 4D. Consider the words “place of publication” and “publisher” in those instructions to refer equally to the place of manufacture and name of manufacturer in such cases.

Lugduni Batauorum : Excudebat typis suis Isaacus Elzevirius :  
Sumptibus Iudoci Hondii, anno MDCXVIII [1618]

Manchester : Printed at the office of G. Nicholson, No. 9,  
Spring-Gardens ; London : Sold by T. Knott, No. 47, Lombard-  
Street and Champante & Whitrow, Jewry-Street, 1796

**4A5.3.2.2.** If a publisher, distributor, etc., statement has been emphasized, transcribe the publisher, distributor, etc., statement(s) according to the

instructions in 4B, 4C, and 4D and transcribe the manufacturer statement(s) according to the instructions in 4E, 4F, and 4G.

Philadelphia : Published by M. Carey, 1814 ([Philadelphia] : T.S. Manning, printer, N.W. corner of Sixth & Chesnut Streets)

Paris : Publiée par J. Andriveau-Goujon, rue du Bac, no. 17, 1848 (Paris : Imp. Lemercier, rue de Seine S.G. 55)

New York : Asher & Adams, 335 Broadway ; Indianapolis, Ind. : Asher, Adams & Higgins, [1870] (Cincinnati : Electrotyped at the Franklin Type Foundry)

## **4B. Place of publication, distribution, production, etc.**

### **4B1. General rule**

**4B1.1.** For manuscripts and other unpublished material, transcribe the names of places of production as part of this element.

For published material, transcribe the names of places associated with publishers, distributors, and sellers as part of this element. Transcribe the names of places associated with printers and other manufacturers only if appropriate according to the instructions in 4A5 (i.e., when the wording, layout, or typography of the material suggests that the manufacturer is also functioning as the publisher, distributor, etc.).

**4B1.2.** Transcribe the place of publication, distribution, production, etc., as it appears in the source. If the place appears together with the name of a larger jurisdiction (e.g., country, state, or similar designation), or multiple such jurisdictions, transcribe this as well.

Elizabeth-Town

Köln

Apud inclytam Germaniae Basileam

Commonwealth of Massachusetts, Boston

Saskatoon, Saskatchewan, Canada

#### AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

##### **4B2. Places of publication, distribution, production, etc., with initial prepositions, etc.**

Include in the transcription any prepositions appearing before the place of publication, distribution, production, etc., as well as any accompanying words or phrases associated with the place name.

A Lyon

In London

In Boston, printed

*(Comment: Title page reads: "In Boston, printed. 1705." Following provisions of 4D1.3, "printed" is here transcribed with the place)*

Printed at Bennington

Impressum fuit hoc opus Venetiis

##### **4B3. Supplied modern forms of place names**

If considered necessary for identification and if known, supply in square brackets the modern form of the name of the place. Use a modern English form of the name, if there is one.

Christiania [Oslo]

Eboracum [York]

Monachii [Munich]

##### **4B4. Supplied fuller forms of place names**

If a place name is found only in an abbreviated form in the source, transcribe it as found. Supply in square brackets the full form of the name, or the remainder of the name, if considered necessary for identification.

W. City [i.e. Washington, D.C.]

S.F. [i.e. San Francisco]

Philada. [i.e. Philadelphia]

Rio [de Janeiro]



**4B5. Supplied larger jurisdictions**

Supply in square brackets the name of the country, state, province, etc., after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Use a modern English form of the name, if there is one. Apply the abbreviations appearing in AACR2, Appendix B.

Cambridge [England]

Newport [R.I.]

Washington [Pa.]

**4B6. Two or more places of publication, distribution, production, etc.**

**4B6.1.** If the source of information shows two or more places and all are related to the same publisher, distributor, etc., or if the material is unpublished, transcribe all the places in the order in which they appear.

London ; York

À Berlin et Stralsund

A Lausanne & se trouve à Paris

**4B6.2.** *Optionally*, if it is considered that the places are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, the place of publication, distribution, production, etc., statement may be shortened by omitting all the places after the third. In such cases, use the mark of omission and supply after it in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted places (if more than one) in the supplied phrase.

London ; Reading ; Bath ... [and 6 other cities in England]

**4B6.3.** If a subsequent place is not related to the same publisher, distributor, etc., transcribe it in association with the publisher, distributor, etc., to which it corresponds.

New York : Ivison, Phinney, and Co. ; London : Trübner & Co.

#### AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

**4B6.4.** Do not, however, transcribe a subsequent place as a place of publication, distribution, production, etc., if it must be recorded as a grammatically inseparable part of another element.

A Amsterdam : Imprimé chez Henry Hondius et se vend a Paris chez Melchior Tavernier demeurant aupres du Palais, [1633]

**4B6.5.** If a place of publication, distribution, production, etc., associated with an earlier edition appears together with the actual place of publication, distribution, production, etc., of the edition being described, transcribe the places as a single element in the order in which they appear.

Philadelphia printed, London reprinted

**4B6.6.** If both the place and publisher, distributor, etc., associated with an earlier edition appear together with the place and publisher, distributor, etc., of the edition being described, transcribe each place with the publisher, distributor, etc., to which it corresponds.

London : Sold by Rob. Greene at the Rose & Crowne in Budgrov and by Iohn Thornton at the Platt in the Minorities ; Philadelphia : Republished by Charles L. Warner, no. 29 South 6th Street

#### **4B7. Places of publication, distribution, production, etc., in multipart monographs**

If the material is issued in more than one physical part, and the place of publication, distribution, production, etc., changes over time, transcribe the place of publication, distribution, production, etc., of the first or earliest part and give the place of publication, distribution, production, etc., of the later part(s) in a note.

Stuttgart ; Tübingen  
*Note:* Place of publication in v. 3-4: Stuttgart ; Augsburg

[London]  
*Note:* From 1841, sheets were published in Southampton

#### **4B8. Place names that are grammatically inseparable parts of other areas, etc.**

If the place of publication, distribution, production, etc., appears only as a grammatically inseparable part of another area and is transcribed there, or appears only as a grammatically inseparable part of the publisher, distributor, etc., statement and is transcribed there, supply in square brackets the place of

publication, distribution, production, etc., as the first element of the publication, distribution, production, etc., area (see 4C3). Use a modern English form of the name, if there is one.

[Madrid] : D. Tomas Lopez, geografo de los dominios de S.M. lo gravó en Madrid

[Leipzig] : Sie wurde von H.F. Jütte in Leipzig gedruckt und erschien ebendort im Insel-Verlag

#### **4B9. Fictitious or incorrect places of publication, distribution, production, etc.**

If the place of publication, distribution, production, etc., appearing in the material is known to be fictitious or incorrect, transcribe it nonetheless and make an explanatory note. If the actual place is known, or can be reasonably surmised, supply a correction in square brackets. Use a modern English form of name, if there is one, and give the basis for the correction in the note.

A Paris [i.e. Amsterdam]

*Note:* Actual place of publication from Koeman

*(Comment:* A separate note is used to provide a full citation for the reference to the published description in: Koeman, C. Atlantes Neerlandici)

#### **4B10. No place of publication, distribution, production, etc.**

**4B10.1.** If no place of publication, distribution, production, etc., appears in the material, supply one in square brackets. Use a modern English form of the name, if there is one, and include the name of the larger jurisdiction if considered necessary for identification. Use the location associated with the first transcribed publisher, distributor, etc., if one is present. Provide a justification for the supplied place in a note if necessary.

[London] : Printed for H. Moll over against Devereux Court without Temple Bar, D. Midwinter at the 3 Crowns in St. Pauls Church Yard, and Tho. Bowles, print and mapseller next to the Chapter House in St. Pauls Church Yard, by Philip Overton, map and printseller near St. Dunstons Church, Fleetstreet

[San Francisco] : Maurice Dore & Co.

*Note:* Maurice Dore & Co. was a real estate company located in San Francisco, California

**4B10.2.** If the name of the place has changed over time, supply the name appropriate to the date of publication, distribution, production, etc., if known (e.g., Leningrad, not Saint Petersburg, for material published in that city between

#### AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

1924 and 1991). If considered necessary for identification, also supply the modern place name and the name of the larger jurisdiction.

[Christiania i.e. Oslo]

[Leona Vicario i.e. Saltillo, Coahuila, Mexico]

#### **4B11. Place of publication, distribution, production, etc., supplied based on address or sign**

Supply in square brackets the name of the place of publication, distribution, production, etc., using a modern English form of the name, if there is one, when only an address or sign appears in the material. (For published material, transcribe the address or sign as the publisher, distributor, etc., statement; see 4C4.1.) When supplying the place, give a justification in a note if necessary.

[Venice?]

*Note:* Possibly published by Paolo Forlani, known to have worked at the sign of the Column in Venice; see Tooley's dictionary of mapmakers (1994-2001 edition)

*(Comment:* Imprint reads: "ad sign. Colum. v.")

[London]

*(Comment:* Imprint reads: "sold in St. Paul's Church Yard")

#### **4B12. Place of publication, distribution, production, etc., uncertain or unknown**

**4B12.1.** If the place of publication, distribution, production, etc., is uncertain, supply the name of the probable place of publication, distribution, production, etc., with a question mark, using a modern English form of the name, if there is one, all in square brackets.

[Amsterdam?]

[Newport, R.I. ?]

[Saint Petersburg?]

**4B12.2.** If no city of publication, distribution, production, etc., can be conjectured, supply the name of a state, province, country, or other larger geographic entity as the place of publication, distribution, production, etc., with a question mark if necessary, using a modern English form of the name, if there is one, all in square brackets.

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

[Canada]

[Surrey?]

[Prussia?]

[South America?]

**4B12.3.** If the reason for supplying the place is not apparent from the rest of the description, make a note to indicate the source of the information.

*Note:* Place of publication from Early maps of Scotland to 1850  
(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Royal Scottish Geographical Society. Early maps of Scotland to 1850 (third edition))

**4B12.4.** If no place of publication, distribution, production, etc., can be supplied, use the abbreviation "s.l." (sine loco) in square brackets.

[s.l.]

### **4B13. Place names in more than one language or script**

**4B13.1.** If the name of the place of publication, distribution, production, etc., appears in more than one language or script, transcribe the statement in the language or script of the title proper, or if this criterion does not apply, transcribe the statement that appears first in sequence in the source. Transcribe the remaining statement(s) as parallel statements, preceding each by an equals sign. For atlases, make a note to indicate the original position on the source of any transposed statements. For other materials, make a transposition note if considered important.

À Amsterdam = te Amsterdam

**4B13.2.** *Optionally*, if it is considered that the parallel statements are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, omit parallel statements after the first using the mark of omission. Transcribe the omitted statement(s) in a note if considered important.

#### 4C. Name of publisher, distributor, etc.

##### 4C1. General rule

**4C1.1.** For manuscripts and other unpublished material, do not include this element. If the name of the producer appears in the chief source of information, transcribe it as a statement of responsibility. If the name of the producer appears elsewhere in the material, give it in a note.

Map of the Confederate lines from New Bridge Road to Chafins Bluff / made under the direction of Brig. Genl. W.H. Stevens, Chf. Engr., A.N.V., Topl. Office, A.N.V. ; copied by J. Paul Hoffmann. -- [Virginia?], [1864?]

*(Comment: The copyist is the producer of the manuscript map)*

For published material, transcribe the names of publishers, distributors, and booksellers as part of this element. Transcribe the names of printers and other manufacturers only if appropriate according to the instructions in 4A5 (i.e., when the wording, layout, or typography of the material suggests that the manufacturer is also functioning as the publisher, distributor, etc.).

**4C1.2.** Transcribe the name of the publisher, distributor, etc., together with any associated words or phrases, as it appears in the material.

- : Chez Iaillot le fils sur le Quay de l'Orloge du Palais
- : Re-printed and published by Kelly & Co., and presented to the subscribers to the Post Office directory of Oxfordshire
- : Sold by William Berry at the sign of the Globe between Charing-Cross and White-Hall
- : Chez P. Duménil, éditeur, rue des Beaux-Arts, 10

*Optionally*, omit addresses and insignificant information in the middle or at the end of the publisher, distributor, etc., statement, unless the information aids in identifying or dating the material or is deemed important to the cataloging agency (e.g., for the purpose of capturing publishing trade data). Indicate all omissions by the mark of omission.

- : A la librairie de J. Carez, éditeur ... : Chez Verdière ... :  
Chez Bossange ...

#### **4C2. Statements such as “Privately printed”**

If a statement such as “Privately printed” appears in the source, transcribe it as, or as part of, the publisher, distributor, etc., statement.

: Privately printed

#### **4C3. Publisher, distributor, etc., statements containing grammatically inseparable place names or dates**

If the publisher, distributor, etc., statement contains grammatically inseparable statements relating to place or date of publication, distribution, etc., transcribe the information as part of the publisher, distributor, etc., element. Supply the place or date of publication, distribution, etc., in square brackets in the appropriate element (see 4B8, 4D1.4; see also 4A3.3).

London : Publish'd as the Act directs, July 26, 1794, by H.D.  
Symonds, no. 20, Pater Noster Row, [1794]

#### **4C4. Publisher, distributor, etc., statements containing only addresses, signs, or initials**

**4C4.1.** If only the address, sign, or initials of the publisher, distributor, etc., appear in lieu of the name, transcribe the statement containing the address, sign, or initials as the publisher, distributor, etc., statement (see also 4B11). If the publisher's, distributor's, etc., name can be identified, supply it in square brackets after the initials or before or after the address or sign, as appropriate, or give the information in a note.

A Paris : Chez l'auteur joignant les grands Augustins aux deux  
Globes

In Venetia : Alla libreria del segno di S. Marco

: Performed by John Speede and are to be sold in Popes Head Alley  
against the Exchange by I.S. [i.e. John Sudbury] & G.H. [i.e.  
George Humble]

*Note:* From Speed's *The theatre of the empire of Great Britaine*,  
1611 [i.e. 1612]. Booksellers' names identified on t.p.

**4C4.2.** If the identification of the publisher, distributor, etc., is based on a device, supply the name of the publisher, distributor, etc., in square brackets, even if the device includes the publisher's, distributor's, etc., initials or spelled-out name. Make a note as necessary about the basis for the identification, the source of the information used, the presence of the device, etc.

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

### 4C5. Fictitious or incorrect publisher, distributor, etc., statements

If the publisher, distributor, etc., statement is known to be fictitious or incorrect, transcribe it nonetheless and make an explanatory note. If the actual details are known, or can be reasonably surmised, supply a correction in square brackets and give the basis for the correction in the note.

: Printed and to be sold by Voell Haraet under the third aqueduct near Knight's Post, Upper Caria, and by Lestus Ereke at the old tin foundry off Sate Street, Closed-ward, and by Hali's at the Gronery Market, Upper Caria

Note: Map of an imaginary place; the cartographer and mapsellers are fictitious

: Chez Hubert Jaillot aux deux Globes [i.e. Pieter Mortier]

Note: Corrected publisher from Koeman

(Comment: A separate note is used to provide a full citation for the reference to the published description in: Koeman, C. Atlantes Neerlandici)

### 4C6. Two or more names of publishers, distributors, etc.

**4C6.1.** If the publisher, distributor, etc., statement includes more than one publisher, distributor, etc., in a single source, transcribe all the names in the order in which they appear. Transcribe them as subsequent statements of publication, distribution, etc., only when they are not linked by connecting words or phrases.

: Printed for R. Sayer and J. Bennet, map and print-sellers, no. 53 Fleet-street

: Chez l'auteur et chez Pierre Mariette, rue S. Iacques a l'Espera[n]ce

: Published March 15, 1832 by I.T. Hinton & Simpkin & Marshall

: Chez Perrier, graveur, rue des Fossees S. Germain l'Auxerrois, près la poste aux Chevaux, aux trois Entonnnoirs, et chez Fortin, ingenieur mécanicien du roi pour les globes et spheres, rue de la Harpe, près celle du Foin

: Ex officina Plantiniana : Apud Ioannem Moretum

**4C6.2.** *Optionally*, if it is considered that the names are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, the publisher, distributor, etc., statement may be shortened by omitting all the names after the third. In such cases, use the mark of omission and supply after it in square brackets a phrase in the language and script of the



cataloging agency to convey the extent of the omission. Include the number of omitted publishers (or firms) and the number of omitted places (if more than one) in the supplied phrase.

London: Printed for William Innys, Richard Ware, Aaron Ward ...  
[and 13 others]

Hartford : Published by F.J. Huntington ; New-York : Collins and  
Hannay ; Boston : Carter and Hendee ... [and 20 others in 18  
places]

**4C6.3.** If the name of a publisher, distributor, etc., associated with an earlier edition appears together with the name of the actual publisher, distributor, etc., of the edition being described, transcribe the names as a single element in the order in which they appear.

Ithaca, N.Y. : Published by the Surveyor General, pursuant to an  
act of the legislature, Stone & Clark, republishers, 1839

**4C6.4.** If both the place and publisher, distributor, etc., associated with an earlier edition appear together with the place and publisher, distributor, etc., of the edition being described, transcribe each publisher, distributor, etc., with the place to which it corresponds.

London : Sold by Rob. Greene at the Rose & Crowne in Budgrow and  
by Iohn Thornton at the Platt in the Minories ; Philadelphia :  
Republished by Charles L. Warner, no. 29 South 6th Street

#### **4C7. Names of publishers, distributors, etc., in multipart monographs**

If the material is issued in more than one physical part and the name or form of name of the publisher, distributor, etc., changes over time, transcribe the publisher, distributor, etc., statement of the first or earliest part and give the publisher, distributor, etc., statement of the later part(s) in a note.

: Chez François L'Honoré & compagnie ... et se vendent à Berlin,  
chez Arnaud Dusarrat

*Note:* Vol. 2-4 have imprint: Chez les freres Châtelain libraires,  
près de la Maison de ville; v. 5-7: Chez L'Honoré & Châtelain  
libraires

: Rikets Allmänna Kartverk

*Note:* Later sheets published by Lantmäteriet

#### 4C8. Supplied and conjectured names of publishers, distributors, etc.

If no name, address, or device of a publisher, distributor, etc., appears in the material, supply the name of the publisher, distributor, etc., in square brackets if known. If the responsibility of a publisher, distributor, etc., for the material is conjectured, either add a question mark to any supplied name or give the information in a note. In any case of a supplied publisher, distributor, etc., give supporting evidence in a note.

A Paris [i.e. Amsterdam] : [Pierre Mortier]

*Note:* "The chart [is] of French origin ... but [was] engraved and printed by Pieter Mortier in Amsterdam"--Koeman

*(Comment:* A separate note is used to provide a full citation for the reference to the published description in: Koeman, C. *Atlantes Neerlandici*)

[Philadelphia?] : [T.T. Smiley?]

*Note:* "Engraved for the atlas to accompany Smiley's Easy introduction to the study of geography, 1828"

#### 4C9. No supplied name of publisher, distributor, etc.

If no publisher, distributor, etc., statement can be supplied, use the abbreviation "s.n." (sine nomine) in square brackets.

Paris : [s.n.]

[S.l.] : [s.n.]

#### 4C10. Publisher, distributor, etc., transcribed as part of another area

If the name of the publisher, distributor, etc., does not appear in the publisher, distributor, etc., statement, but has already been transcribed as part of another area, supply it in a short identifiable form within square brackets.

[London] : [John Seller], [1679]

*(Comment:* Statement of responsibility reads: "by John Seller, hydrographr to the King, and are sold at his house at the Hermitage in Wapping, and in Pope's Head Alley in Cornhill Lon.")

If transcribing a publisher, distributor, etc., statement in the publication, distribution, production, etc., area, however, do not abridge or expand the statement simply because it repeats or omits information given elsewhere in the description.

A Paris : Chez l'editeur, rue du Bac, no. 21, près le Pont royal, 1850

(*Comment:* Statement of responsibility reads: “publié par J. Andriveau-Goujonby”)

**4C11. Publisher, distributor, etc., statements in more than one language or script**

**4C11.1.** If the name of the publisher, distributor, etc., appears in more than one language or script, transcribe the statement in the language or script of the title proper, or if this criterion does not apply, transcribe the statement that appears first. Transcribe the remaining statement(s) as parallel statements, preceding each by an equals sign. For atlases, make a note to indicate the original position on the source of any transposed statements. For other materials, make a transposition note if considered important.

: Chez E. Maaskamp au coin de Calverstraat et du Dam n. 1 = By E. Maaskamp Kalverstraat en Dam no. 1

**4C11.2.** *Optionally*, if it is considered that the parallel statements are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, omit parallel statements after the first using the mark of omission. Transcribe the omitted statement(s) in a note if considered important.

**4D. Date of publication, distribution, production, etc.**

**4D1. General rule**

**4D1.1.** For manuscripts and other unpublished material, transcribe dates of production as part of this element.

For published material, transcribe dates of publication, distribution, etc., as part of this element. Transcribe dates of printing or other manufacture only if appropriate according to the instructions in 4A5 (i.e., when the wording, layout, or typography of the publication suggests that the manufacturer is also functioning as the publisher, distributor, etc.).

**4D1.2.** Transcribe dates as they appear in the material, including the day and month, if present.

, 7th July 1766

, 1732, reprinted 1734

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

**4D1.3.** Transcribe words and phrases such as “in the year” and “anno” as part of this element. If both the place and the date of printing appear in conjunction with the phrase “printed in the year,” determine whether “printed” is to be transcribed with the place or the date according to the punctuation or typography of the source.

London printed : [s.n.], in the year 1742  
(*Comment:* Imprint reads: “London printed, in the year 1742”)

London : [s.n.], printed in the year 1742  
(*Comment:* Imprint reads: “London, printed in the year 1742”)

**4D1.4.** If the date is grammatically inseparable from information transcribed as part of another element or area according to one or more of the conditions enumerated in 1B2.1, transcribe it within that area or element and supply the date in square brackets as the date of publication, distribution, production, etc.

London : Published the 12th of August 1804 by R. Wilkinson, no. 58, Cornhill, [1804]

## 4D2. Transcription involving adjustments or additions

**4D2.1. Roman numerals.** If the date appears in roman numerals, transcribe the date as it appears. Omit internal punctuation and spaces (see 0G3.4, 0G4.1). Supply the year in arabic numerals in square brackets.

, anno Domini MDCXIV [1614]  
, anno gratiae Mdiij [1503]  
, MCCCCLXXXII le XV jour de decembre [1482]  
, MDCCXLIV [1744]  
(*Comment:* On source: “M. D. CC. XLIV”)

**4D2.2. Chronograms.** If the date appears only in the form of a chronogram, substitute for it the date in arabic numerals in square brackets. If the supplied date includes a day/month, use the sequence: day, month, year. Make a note explaining the source of the date. Include a transcription of the original chronogram in the note if considered important.

, [1740]  
*Note:* Date of publication derived from chronogram: Ipso anno tertio saeculari typographiae DIVINO aVXILIO a germanis Inventae  
(*Comment:* Transcribing the chronogram in this note is optional)

, [1758]

*Note:* Date of publication derived from chronogram in statement of responsibility

*(Comment:* Chronogram already transcribed in statement of responsibility as: "PetrVs AnICh AgrICoLa DoMo OberperfassensIs")

**4D2.3. Very long dates.** If the statement of the date in the material is very long, substitute for it a formalized statement in square brackets. If the supplied date includes a day/month, use the sequence: day, month, year. Make a note concerning the source and the original form of the statement.

, [18 May 1507]

*Note:* Date expressed in Latin words on t.p.

*(Comment:* In publication: "Anno gratiae millesimo quingentesimo septimo die vero decimoctavo Maij")

**4D2.4. Fictitious or incorrect dates.** If the date of publication, distribution, production, etc., is known to be fictitious or incorrect, transcribe it as it appears and supply the actual or correct date in square brackets.

, DMLII [i.e. 1552]

, 1703 [i.e. 1730]

, 1887 [i.e. 1899]

*Note:* Stamped in lower left corner: Aids to navigation corrected ... to Oct. 5, 1899

For atlases, if a date from the title page has been transcribed as the publication, distribution, production, etc., date, and evidence for a later date of publication, distribution, production, etc., appears in a source other than the title page, supply the later date in square brackets as a correction. If necessary, make a note to clarify that the date added as a correction is a differing date of publication, not a correction of an error on the title page.

, 1786 [i.e. 1788]

*Note:* Dedication and preface both dated 1788

**4D2.5. Julian/Old Style dates.** If the year of publication, distribution, production, etc., is based on the Julian calendar (sometimes called the Old Style calendar) and the publication is known to have been published in the following year according

#### AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

to the Gregorian calendar, transcribe the date as it appears and supply the Gregorian year in square brackets.<sup>18</sup> Make a note to indicate the basis for the supplied year. Do not amend the month and day, if present, by supplying Gregorian equivalents. In case of doubt, do not adjust the year.

, printed anno Domini 1640 [i.e. 1641]

Note: Date of publication based on the Julian calendar; see Pollard

(Comment: A separate note is used to provide a full citation for the reference to the published description in: Pollard, A.W. Short-title catalogue of books printed in England, Scotland, & Ireland and of English books printed abroad, 1475-1640 (2nd ed.))

, Februar. 8. anno 1588 [i.e. 1589]

Note: Imprint uses Lady Day dating; see Crawford

(Comment: A separate note is used to provide a full citation for the reference to the published description in: Crawford, J.L.L. Bibliography of royal proclamations of the Tudor and Stuart sovereigns and of others published under authority, 1485-1714 (1967 edition))

If two dates appear in the material, representing both Julian (Old Style) and Gregorian (New Style) dating, transcribe both dates, separated by a slash. Supply the Gregorian year in square brackets, if necessary.

, 2/13 September 1750

, 1690/1 [i.e. 1691]

, 1690/1691 [i.e. 1691]

**4D2.6. Dates not of the Julian or Gregorian calendar.** If the date of publication, distribution, production, etc., is based on a calendar other than the Julian or

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<sup>18</sup> The Julian calendar was gradually abandoned in favor of the Gregorian calendar beginning in 1582, with different countries adopting the calendar in different years. The difficulty in determining dates during this period is further complicated by the fact that January 1 was not universally used to reckon the start of a new year (e.g., before adopting the Gregorian calendar, Great Britain and its colonies long calculated the turn of the year on March 25, the Feast of the Annunciation or "Lady Day"). For assistance in establishing Gregorian dates, consult a reference source such as Adriano Cappelli's *Cronologia, Cronografia e Calendario Perpetuo* or C.R. Cheney's *Handbook of Dates for Students of British History*.

Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian year(s) in square brackets.<sup>19</sup>

, shenat 627 [1866 or 1867]  
 (Comment: Year follows Hebrew calendar)

, an VII [1798 or 1799]  
 (Comment: Year follows French Revolutionary calendar)

*Optionally*, if the date of publication, distribution, production, etc., includes a day/month based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian day/month in square brackets. Use the sequence: day, month, year.

, prid. Kal. Dec. [30 Nov.] 1488  
 (Comment: Day and month follow Roman-style calendar)

, die visitationis Beatae Virginis Mariae [2 July] 1497  
 (Comment: Day and month follow ecclesiastical calendar)

**4D2.7. Multiple adjustments or additions.** If the date of publication, distribution, production, etc., requires more than a single adjustment or addition, provide all the supplied information within the same set of square brackets.

, MDCXIII [1613 i.e. 1693]  
 Note: Corrected imprint date from Wing  
 (Comment: A separate note is used to provide a full citation for the reference to the published description in: Wing, D.G. Short-title catalogue of books printed in England, Scotland, Ireland, Wales, and British America, and of English books printed in other countries, 1641-1700 (2nd ed.))

, anno MDCXVIII [1618 i.e. 1619]  
 Note: Imprint from colophon. Date of publication given in Old Style; see Pollard  
 (Comment: A separate note is used to provide a full citation for the reference to the published description in: Pollard, A.W. Short-title catalogue of books printed in England, Scotland, & Ireland and of English books printed abroad, 1475-1640 (2nd ed.))

, [620 i.e. 1859 or 1860]

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<sup>19</sup> For materials issued before 1582, supply the equivalent Julian date(s). For later materials, supply the equivalent Gregorian date(s).

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

*Note:* Date of publication derived from chronogram on t.p.

, [1808 i.e. 1809]

*Note:* Includes dedication, and note by J.B. Varnum, dated Feb. 1st, 1809

*(Comment:* The 1808 date is supplied in square brackets because it has already been transcribed as a grammatically inseparable part of the publisher, distributor, etc., element in accordance with 4D1.4)

### **4D3. Date of publication, distribution, production, etc., supplied from reference sources**

If the date of publication, distribution, production, etc., does not appear in the material but is known, supply it in square brackets from any source, preferably a reliable bibliography or reference work. Give the source of the supplied date and any needed explanation in a note.

, [1864]

*Note:* Publication date from LC Civil War maps

*(Comment:* A separate note is used to provide a full citation for the reference to the published description in: Library of Congress. Civil War maps (2nd ed.)

### **4D4. Conjectural date of publication, distribution, production, etc.**

**4D4.1.** Supply in square brackets a conjectural date of publication, distribution, production, etc., based on any information available. Indicate the basis for the conjecture in a note.<sup>20</sup>

, [between 1931 and 1936?]

*Note:* Shows completed George Washington Bridge (completed 1931) and Triborough Bridge under construction (constructed 1929-1936)

, [1946?]

*Note:* Publication date derived from publisher's date code on map: "6-46"

, [between 1791 and 1820?]

*Note:* John Cary was associated with the no. 181 Strand address between 1791 and 1820; see Maxted, I. London book trades, 1775-1800 (preliminary checklist of members)

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<sup>20</sup> For assistance in determining conjectural dates, see "Methods for Determining the Date of an Undated Map" by Katherine H. Weimer, Elka Tenner, and Richard Warner.



**4D4.2.** If the source bears a prominent date that does not clearly represent the date of publication, distribution, production, etc., either transcribe it as part of the title and statement of responsibility area or give it in a note.

, [1879?]

*Note:* At head of title: Revised in accordance with the Treaty of Berlin, 1878

*(Comment:* Date at head of title is not the date of publication)

#### **4D5. Patterns for supplying a conjectural date**

Give a probable date or period of publication, distribution, production, etc., according to one of the patterns shown in the examples below. Indicate the basis for the conjecture in a note.

, [1560?]	probable date
, [ca. 1580]	approximate date
, [ca. 1580?]	probable approximate date
, [not before 1479]	terminal date
, [not after 21 Aug. 1492]	terminal date
, [1727 or 1728]	one year or the other
, [between 1711 and 1749]	span certain
, [between 1711 and 1749?]	span uncertain
, [167-]	decade certain
, [167-?]	probable decade
, [16--]	century certain
, [16--?]	probable century

#### **4D6. Copyright dates and dates of deposit**

**4D6.1.** Do not transcribe a copyright date or a date of deposit in the publication, distribution, production, etc., area.

**4D6.2.** If a date of publication, distribution, production, etc., does not appear in the source and it is likely that the date of copyright or deposit represents the date of publication, distribution, production, etc., supply the date in square brackets as the date of publication, distribution, production, etc. Include a question mark if the supplied date is conjectural. Make a note to indicate that the basis for the supplied date is the date of copyright or deposit. Include in the note as much information as is deemed important to the cataloging agency. If transcribing a

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

copyright symbol in the note, use a lowercase **c** to represent the symbol if it cannot be reproduced using available typographic facilities.

, [1850?]

*Note:* Copyright statement dated 1850 on t.p. verso

, [1866?]

*Note:* "Entered, according to Act of Congress, in the year 1866 ... in the clerk's office of the Dist. Court of the U.S., for the Southern District of New York"

, [1976]

*Note:* Date of deposit in colophon: 1er trimestre 1976

, [1988]

*Note:* Lower right corner: c1988

**4D6.3.** If a date of publication, distribution, production, etc., does not appear in the source and the date of copyright or deposit does not represent the probable date of publication, distribution, production, etc., note it nonetheless and supply a more accurate date of publication, distribution, production, etc., in square brackets. Provide an explanation for the supplied date in a note.

, [1861?]

*Note:* Date of publication suggested by date of map revision; 1860 copyright date appears at foot of title page

*(Comment:* The statement "corrected to October 1861" appears in the edition area)

**4D6.4.** If the publication bears both a date of publication, distribution, production, etc., and a date of copyright or deposit, the latter information may be given in a note if considered important.

, 1865

*Optional note:* "Entered, according to Act of Congress, in the year 1863, by J.H. Colton, in the Clerk's Office of the District Court of the United States for the Southern District of the State of New York"

### **4D7. Date of publication, distribution, production, etc., in multipart monographs**

**4D7.1.** In describing material consisting of parts issued over a number of years, transcribe (or supply, as needed) the date of the part issued first and the date of the part issued last and connect them with a hyphen. If the final part has not yet been issued, follow the date of the part issued first with an open-ended hyphen.

, 1692-1702

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

, MDXIII-MDXXIII [1513-1524]  
, MDLVIII-1570 [1558-1570]  
, [1678-1694]  
, [1890?]-1901  
, [179-?-182-?]  
, 2006-  
, [1998]-

**4D7.2.** Record the date of each part in a note if considered important. Such a note is particularly useful when the order of publication, distribution, production, etc., does not correspond to the order of the part numeration.

, 1560-1564  
*Optional note:* Vol. 1: 1561; v. 2: 1564; v. 3: 1562; v. 4: 1560

### **4D8. Date of publication, distribution, production, etc., on part pages**

If parts of the material have dates that differ from the date pertaining to the material as a whole (e.g., a multipart atlas with volumes that have individual title pages bearing dates that differ from the date on the title pages that pertain to the whole atlas), give these additional dates in a note. If, however, one of these dates is a more accurate reflection of the actual date of publication, distribution, production, etc., than the date pertaining to the material as a whole, give it as a correction as instructed in 4D2.4.

## **4E. Place of manufacture**

### **4E1. General rule**

For manuscripts and other unpublished material, do not include this element.

For published material, transcribe names of places associated with printers and other manufacturers as part of this element when appropriate according to the instructions in 4A5.

Boston, New York, and Chicago : Ginn & Company, publishers, 1910  
(Edinburgh and London : Printed by W. and A.K. Johnston  
Limited)

## AREA 4. PUBLICATION, DISTRIBUTION, PRODUCTION, ETC.

### 4E2. Supplied place of manufacture

If the place of manufacture does not appear, or is transcribed as part of another area or element, supply the place of manufacture in square brackets. Use a modern English form of the name, if there is one, and include the name of the larger jurisdiction if considered necessary for identification. Provide a justification for the supplied place in a note if necessary.

Philadelphia : Published by John Melish, 1815 ([Philadelphia] : G. Palmer, printer)

London : Published by Baldwin & Cradock, 47 Paternoster Row, Decr. 15th, 1832 ([London] : Printed by E. Brain, Bartholomew Close)

### 4F. Name of manufacturer

For manuscripts and other unpublished material, do not include this element.

For published material, transcribe the names of printers and other manufacturers as part of this element when appropriate according to the instructions in 4A5.

New York : G.P. Putnam's Sons ; London : John Murray, 1901  
(London : Printed by William Clowes and Sons, Limited ...)

New York : Oakley & Mason ..., 1868 ([New York] : Davies & Kent, electrotypers and stereotypers ... : Press of the New York Printing Company ...)

### 4G. Date of manufacture

#### 4G1. General rule

For manuscripts and other unpublished material, do not include this element.

For published material, transcribe a date of impression or other manufacture as part of this element only if it has not been treated as the date of publication, distribution, production, etc., following the instructions in 4A5, and only if it applies, or is likely to apply, to all copies of the edition or issue being cataloged. Such situations will occur only rarely.

#### 4G2. Dates of manufacture associated with unchanged impressions

Do not transcribe dates of impression or other manufacture associated with a substantially unchanged impression of an edition or issue as part of this element. Such dates may be transcribed in a local note if considered important.

, 1989

*Optional local note:* Library's copy: "1990 printing"--T.p. verso  
(*Comment:* Date of printing represents an unchanged impression of the edition)

*Alternative rule:* If a decision has been made to create a separate bibliographic description for an individual impression, state, binding variant, or copy within a single edition or issue (see introductory section X.1.5 and Appendix E), transcribe a date of impression or other manufacture associated with a substantially unchanged impression as part of the date of manufacture element. Transcribe the date as it appears, together with any associated words or phrases.

, 1989 (1990 printing)

*Note:* Date of impression from t.p. verso

If the date of manufacture appears in the source without an accompanying word or phrase, supply one in square brackets as appropriate.

, 1956 (1959 [impression])

If the date of impression is known from a source outside the publication, supply it in square brackets.

, 1923 ([1924 impression])

If the actual date of impression is known to differ from the date of impression given in the material, supply it as a correction within square brackets.

, 1923 (1924 [i.e. 1925] printing)

In the above cases, give the source of the date of impression, if other than the recto of the sheet (for cartographic materials printed or drawn on sheets), the title page (for atlases), or the item itself (for globes and other three-dimensional cartographic resources), and any explanations in a note.



## 5. PHYSICAL DESCRIPTION AREA

Contents:

5A. Preliminary rule

5B. Extent (including specific material designation)

5C. Other physical details

5D. Size and format

5E. Accompanying material

### 5A. Preliminary rule

#### 5A1. Prescribed punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede this area by a period-space-dash-space *or* start a new paragraph.

Precede other physical details by a colon.

Precede the size by a semicolon.

Enclose a statement of format in parentheses.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

#### 5A2. Sources of information

Take information for the physical description area from the resource itself.

Enclose information in square brackets only when specifically instructed by the following rules.

### 5B. Extent (including specific material designation)

#### 5B1. General rule

**5B1.1. Specific material designation.** Give the extent of the material using an arabic numeral followed by a term that indicates its specific material designation. Record the term in the singular or plural, as applicable.

## AREA 5. PHYSICAL DESCRIPTION

1 globe

1 map

1 atlas

3 diagrams

10 maps

**5B1.2. Preferred terms.** Prefer one of the following nine terms as an indication of the specific material designation:

- atlas  
(preferred term for, e.g.: Bible atlas; boundary atlas; braille atlas; city atlas; composite atlas; county atlas; facsimile atlas; fire insurance atlas; geographic atlas; geologic atlas; historical atlas; hydrographic atlas; hydrologic atlas; linguistic atlas; manuscript atlas; maritime atlas; military atlas; national atlas; pilot guide; plat book; pocket atlas; portolan atlas; regional atlas; road atlas; school atlas; state atlas; statistical atlas; thematic atlas; topographic atlas; wall atlas)
- diagram  
(preferred term for, e.g.: block diagram; fence diagram; reliability diagram; slope diagram; triangulation diagram)
- globe  
(preferred term for, e.g.: celestial globe; moon globe; planetary globe; terrestrial globe)
- map  
(preferred term for, e.g.: aeronautical chart; anaglyphic map; anamorphic map; base map; braille map; cadastral map; celestial chart; chart; facsimile map; historical map; hydrographic map or chart; index map; key map; layered (relief) map; location map; manuscript map; map of imaginary place; orthophotomap; outline map; photomap; pictorial map; pictorial relief map; plan; plat; relief map; remote-sensing map; schematic map; series map; sketch map; strip map; tactile map; thematic map; topographic map; wall map)
- model  
(preferred term for, e.g.: planetarium (model of the solar system); relief model; stick chart)
- profile



- remote-sensing image  
(preferred term for, e.g.: aerial photograph; controlled photomosaic; high oblique air photograph; infrared image; low oblique air photograph; multispectral photo image; multispectral scanning image; orthophotograph; orthophotomosaic; photomosaic; satellite image; sidelooking airborne radar image; synthetic aperture radar image; uncontrolled photomosaic; vertical air photograph)
- section  
(preferred term for, e.g.: cross section)
- view  
(preferred term for, e.g.: bird's-eye view; panorama; panoramic drawing; perspective view; worm's-eye view)

**5B1.3. Other appropriate terms.** If the material being cataloged is not comprehended by one of the preferred terms in 5B1.2, substitute an appropriate term.

1 jigsaw puzzle

*(Comment: The cartographic material is printed as a jigsaw puzzle, a material type not covered by any of the nine preferred terms)*

52 playing cards

*(Comment: The cartographic material appears on a deck of playing cards, a material type not covered by any of the nine preferred terms)*

**5B1.4. Approximate numbers.** If the exact number cannot be readily ascertained, give an approximate number, preceded by the abbreviation "ca."

ca. 800 maps

However, prefer to give an exact count, if possible.

**5B1.5. Identical units.** If the units of the material are identical, add "identical" before the specific material designation.

25 identical maps

**5B1.6. Tactile data.** If the material contains tactile data (i.e., braille letters or other tactile systems intended for the visually impaired), or a combination of visual and tactile data, add to the statement of extent a concise term, or combination of terms, in parentheses (e.g., print, tactile, braille, press braille, solid dot braille, etc., or some combination thereof, as appropriate).

## AREA 5. PHYSICAL DESCRIPTION

1 map (print and tactile)

1 map (print, braille, and tactile)

1 globe (tactile)

For atlases, give the term(s) following the statement of pagination, etc. (see 5B3.1) or number of physical units (see 5B14.1), as appropriate, preceded by a comma.

1 atlas ([16] leaves, braille and tactile)

1 atlas (3 v., tactile)

*Optionally*, if general material designations are used (see 1C) and the general material designation indicates the tactile nature of the item, do not add the term(s).

**5B1.7. Incomplete multipart monographs.** If describing multipart material that is not yet complete, give the specific material designation alone. For incomplete multipart atlases, see 5B19.

profiles

### 5B2. Cartographic material on sheets

**5B2.1.** If there is more than one map, etc., on one or more sheets, specify the number of maps, etc., followed by the number of sheets.

6 maps on 1 sheet

8 sections on 3 sheets

**5B2.2.** If the material has two or more segments designed to fit together to form one or more maps, etc., give the number of complete maps, etc., followed by:

- a) the number of segments, if all of the segments are on a single sheet

1 section in 4 segments

2 views in 6 segments

- b) the number of sheets, if the segments are on separate sheets

1 map on 4 sheets

1 remote-sensing image on 6 sheets

**5B2.3.** *Optionally*, omit the specification of the number of sheets or segments from the specific material designation and give such information in a note.

6 maps

*Note:* Maps on one sheet

2 views

*Note:* Each view in 3 segments

**5B2.4.** If the material consists of two or more sheets, each of which is a complete map, etc., treat it as a multipart monograph and describe it as instructed in 5B1.

30 maps

*(Comment:* The material consists of 30 sheets, each of which is a complete map)

maps

*(Comment:* The material consists of sheets, each of which is a complete map, but the resource is not yet complete)

### **5B3-5B13. ATLASES IN ONE PHYSICAL UNIT**

#### **5B3. General rule**

**5B3.1.** For an atlas issued in one volume (or other physical unit), give the number of leaves, pages, or columns in parentheses after the specific material designation, as instructed in 5B3-5B13.

1 atlas (xvi, 37, [1] p., 74 leaves of plates)

Account for every leaf in the atlas, including leaves of text, leaves of plates, and blank leaves, but not leaves added as part of the binding or the binding itself.

**5B3.2.** Record the complete number of leaves, pages, or columns in accordance with the terminology suggested by the volume itself. Describe a volume with leaves numbered on both sides, or with leaves unnumbered and printed or drawn on both sides, in terms of pages. Describe a volume with leaves numbered on one side only, or with leaves unnumbered and printed or drawn on one side only, in terms of leaves. If the leaves of a volume are numbered and printed or drawn on one side only, state this fact in a note. Describe in terms of columns a volume so numbered when it is printed or drawn with more than one column to the page. If the atlas contains sequences in more than one kind of numbering, record each sequence in its appropriate term as pages, leaves, or columns.

## AREA 5. PHYSICAL DESCRIPTION

**5B3.3.** Recording the “complete number” as stated above means recording the number on the last numbered page or leaf of each numbered sequence, with any necessary additions according to succeeding rules, e.g., 5B4, for the addition of unnumbered pages or leaves. Record arabic and roman numerals as they appear in the publication. Record roman numerals uppercase or lowercase as they appear. If the pages or leaves are lettered rather than numbered, record the first and last letters followed by the word or abbreviation indicating pages or leaves. Use arabic numerals to designate pages, etc., that are numbered in words or in characters other than arabic or roman and make an explanatory note.

1 atlas (x, 32 p., 86 leaves)

1 atlas (lxiiij, [1] p.)

1 atlas (XII, 120 leaves)

1 atlas (381 columns)

1 atlas (a-h p.)

1 atlas (99, [1] p.)

*Note:* Pages numbered in words "one" to "ninety-nine"

**5B3.4.** If the leaves are all or chiefly non-letterpress, record them as leaves or pages of text rather than as leaves or pages of plates as in 5B10. Make a note to indicate that the leaves are non-letterpress.

1 atlas (LXXVI leaves)

*Note:* Wholly engraved

1 atlas ([1], 13 leaves)

*Note:* Engraved, with a letterpress t.p.

### **5B4. Unnumbered pages or leaves**

**5B4.1.** If unnumbered pages or leaves (including blank pages or leaves) are not included in a sequence of pagination or foliation, count them according to the terms used to describe the rest of the atlas or the part of the atlas with which they are associated. In ambiguous cases count them as leaves when they are all printed or drawn on one side only; otherwise count them as pages. Use arabic numerals within square brackets. If the gatherings are discernible, include in the count blank leaves at the beginning of the first gathering or at the end of the final gathering when they are present in a copy in hand or known to be present in other copies. Do not count possibly blank leaves wanting according to signature count and not known to exist in other copies.

1 atlas ([8], 328 p.)

1 atlas ([2], 328, [6] p.)

1 atlas (iii, [1], 88 p.)

1 atlas (64, [2] p., [3], 16 leaves)

1 atlas (64 p., [2], 16 leaves)

*(Comment: The unnumbered leaves introduce the following section)*

1 atlas (64, [4] p., 16 leaves)

*(Comment: The unnumbered pages are not closely associated with either adjacent section and one or more are printed on a verso)*

**5B4.2.** Consider numbered sequences to include unnumbered pages or leaves falling logically within the sequence, counting back from the recorded number to 1.

1 atlas ([2], 40 p.)

*(Comment: Pages are numbered 3-40 with four unnumbered pages at the beginning)*

*but* 1 atlas ([2], 5-40 p.)

*(Comment: Pages are numbered 5-40 with two unnumbered pages at the beginning; there is no evidence that any leaves are missing)*

**5B4.3.** Record in the following manner unnumbered blank pages or blank leaves interrupting a numbered sequence:

1 atlas (200, [8], 201-232 p.)

### **5B5. Errata leaves**

Include errata leaves (i.e., leaves the same size as the text block that identify errors known to be present in the resource) but not errata slips (i.e., smaller and sometimes thinner pieces of paper that feature such errors) in the extent statement whether or not they are conjugate with another leaf of the atlas. Mention the presence of errata leaves and errata slips in a note (see 7B17.1).

1 atlas (136, [2] p.)

*Note: Errata on p. [137]*

### **5B6. Advertisements**

**5B6.1.** For pages containing only advertisements, include them in the statement of extent when they are clearly integral to the atlas. This is the case when they:

## AREA 5. PHYSICAL DESCRIPTION

are included in the same pagination sequence as the text;

*or* appear on the pages of an initial or final gathering also containing leaves or pages of text;

*or* appear on a separate gathering in an atlas that is continuously signed.

**5B6.2.** Make a note to indicate the presence of pages that only contain advertisements.

1 atlas (124 p.)

*Note:* Advertisements on p. 119-124

1 atlas (121, [3] p.)

*Note:* Advertisements on [3] p. at end

1 atlas (124, 8 p.)

*Note:* Advertisements on 8 p. at end

*(Comment:* Advertisements printed on the final gathering in an atlas that is continuously signed)

**5B6.3.** Do not include in the statement of extent pages containing only advertisements that do not fall into any of these categories. Record them in a local note if considered important (see 7A4). *Optionally*, make a separate description for the advertisements.

1 atlas (278 p.)

*Optional local note:* LC copy has publisher's catalog on an additional 8 p. at end

*(Comment:* Advertisements printed on a final unsigned gathering)

32 p.

*Optional local note:* UCLA copy has an additional leaf at end, with advertisements on recto and the verso blank

## **5B7. Multiple sequences of numbering**

**5B7.1.** If the style of numbering within a sequence changes (e.g., from roman to arabic numerals), record each differently numbered part of the sequence. If unnumbered pages appear between the two styles of numbering, record the total number of unnumbered pages in arabic numerals within square brackets.

1 atlas (xii, 13-176 p.)

1 atlas (xii, [1], 14-176 p.)

**5B7.2.** If the atlas has duplicate sequences of paging, as is sometimes the case with atlases having parallel texts, record both pagings and make an explanatory note.

1 atlas (xii, [1], 35, 35, [1] p.)  
*Note:* Opposite pages bear duplicate numbering

**5B7.3.** If a volume has groups of pages numbered in opposite directions, as is sometimes the case with atlases having texts in two languages, record the pagings of the various sections in order, starting from the title page selected for cataloging.

1 atlas (ix, [1], 155, [1], 126, x p.)

**5B7.4.** If a volume has pagination of its own and also bears the pagination of a larger item of which it is a part, record the paging of the individual volume in this area and the continuous paging in a note.

1 atlas (328 p.)  
*Note:* Pages also numbered 501-828

**5B7.5.** If the pages, leaves, or columns of an atlas are numbered as part of a larger sequence (e.g., one volume of a multipart monograph), or the copy appears to be an incomplete part of a whole, record the number of the first and the last numbered page, leaf, or column. (See also 5B13 for incompleteness at end.) Generally precede the numbers with the word or abbreviation indicating pages, leaves, or columns.

1 atlas (leaves 81-94)  
 1 atlas (p. 713-797, [1])  
*(Comment:* Fragment, detached from larger work)

*but* 1 atlas ([2], 713-797, [1] p.)  
*(Comment:* A complete publication, such as an offprint, issued separately with this pagination)

**5B7.6.** If an atlas contains more than three sequences of numbered or more than five sequences of numbered and unnumbered pages or leaves, preferably record all of the sequences. If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), then employ one of the following methods:

- a) Record the total number of pages or leaves followed by “in various pagings” or “in various foliations.”

## AREA 5. PHYSICAL DESCRIPTION

1 atlas (1024 p. in various pagings)

1 atlas (256 leaves in various foliations)

- b) If one of the sequences is clearly the main sequence, record the main sequence and the total number of other pages or leaves.

1 atlas (416 p., 98 p. in various pagings)

- c) As a last resort, give one of the designations used for atlases issued in more than one physical unit (see 5B14).

1 atlas (1 v. (various pagings))

If one of these methods is employed, record all of the sequences in a note if considered important.

### 5B8. Expansions or corrections

**5B8.1.** Make a note giving more precise information about pagination or foliation, blank pages or leaves, or other aspects of collation if considered important (see 7B11.1).

1 atlas (91, [1] leaves)  
*Optional note:* Last leaf blank

1 atlas (216 p.)  
*Optional note:* Pages [205]-[206] blank

1 atlas (vi, 744, [2] p.)  
*Optional note:* Leaves A7, B3, and C7 are cancels in some copies  
*Optional local note:* LC copy: Leaves A7, B3, and C7 are uncancelled; the cancel leaves are between p. 742 and p. 743

**5B8.2.** If the number of the last numbered page, leaf, or column of a sequence does not indicate the correct number of pages, etc., either record the sequences exactly to indicate the source of the error or record the number as given in the publication and supply a correction in square brackets. Provide an explanatory note if considered important.

1 atlas (xiv, 823 [i.e. 328] p.)  
*Optional note:* Page 328 wrongly numbered 823

1 atlas (232, 221-252 p.)

or 1 atlas (252 [i.e. 264] p.)  
*Optional note:* Numbers 221-232 are repeated in pagination  
(*Comment:* Same numbering as in preceding example)



**5B9. Lack of numbering**

**5B9.1.** If the whole volume is unpaginated or unfoliated, count the pages or leaves and record the total in arabic numerals within square brackets. State the total in terms of pages or leaves, but not of both. Begin the count with the first page or leaf of the first gathering and end the count with the last page or leaf of the last gathering, as instructed in 5B4. Count all blank pages or leaves.

1 atlas ([104] p.)  
1 atlas ([88] leaves)

**5B9.2.** *Optionally*, if determining the total number of pages or leaves of an unnumbered volume might damage an item in fragile condition, give one of the designations used for atlases issued in more than one physical unit (see 5B14) followed by “unpaged” or “unfoliated” in parentheses.

1 atlas (1 v. (unpaged))

**5B10. Leaves or pages of plates**

**5B10.1.** Record the number of leaves or pages of plates at the end of the sequence(s) of pagination or foliation, whether the plates are found together or distributed throughout the publication. Record the number even when there is only one plate. Count unnumbered leaves or pages of plates without regard for the terms used to describe the rest of the atlas (accordingly, leaves of plates may follow sequences of pages and pages of plates may follow sequences of leaves).

1 atlas (246 p., 24 leaves of plates)  
1 atlas (246 p., [12] p. of plates)  
*(Comment: Plates are printed on rectos and versos of 6 leaves)*  
1 atlas (x, 32, 74 p., [1] leaf of plates)  
1 atlas ([12], 275, [1] p., [1], XII leaves of plates)  
*(Comment: All plates except the frontispiece are numbered consecutively)*  
1 atlas (246 p., 38 leaves of plates, 24 p. of plates)

**5B10.2.** If a volume contains a mixture of unnumbered leaves and pages of plates, record the number either in terms of leaves or of pages.

**5B10.3.** Record folded leaves as leaves or pages of plates. Make a note to indicate any folded letterpress leaves if considered important.

## AREA 5. PHYSICAL DESCRIPTION

1 atlas (50, [2] p., [2] folded leaves of plates)  
*Optional note:* The folded leaves are letterpress tables

**5B10.4.** Count a plate folded and bound at the inner margin as two leaves of plates. Make a note to indicate such plates, commonly called “double plates,” if considered important.

1 atlas (82 p., [32] leaves of plates)  
*Optional note:* Includes 30 single plates and 1 double plate

Distinguish such plates from plates on double leaves (see 5B12), also bound at the inner margin but instead folded at either the top or fore edge.

**5B10.5.** Count title pages (and added title pages) as leaves or pages of plates if they are entirely or chiefly non-letterpress (e.g., engraved or lithographed) and not integral to any letterpress gatherings. Make a note to indicate any title page counted as a plate.

1 atlas (64 p., [1] leaf of plates)  
*Note:* Plate has engraved t.p. on recto and blank verso

**5B10.6.** As a last resort, if an atlas’s gatherings cannot be ascertained, or it is otherwise difficult to tell whether a leaf constitutes a plate, record it in terms of pages or leaves of plates if unnumbered and pages or leaves of text if included in the pagination.

### **5B11. Folded leaves**

Describe folded leaves as such.

1 atlas (122 folded leaves)  
1 atlas (230 p., 25 leaves of plates (some folded))  
1 atlas (306 p., [12] leaves of plates (1 folded))

### **5B12. Double leaves**

Count numbered double leaves (leaves with fold at either top or fore edge and bound at the inner margin) as pages or as leaves according to their numbering. Count unnumbered double leaves as pages (2 printed or drawn pages per double leaf) or as leaves (1 printed or drawn page per double leaf). Always indicate the presence of double leaves in a note.

1 atlas ([36] p.)

*Note:* Printed on double leaves

1 atlas ([18] leaves)

*Note:* Printed on 18 double leaves

1 atlas (72 p., 1 leaf of plates)

*Note:* Plate printed on a double leaf

Distinguish plates on double leaves from plates that are folded and bound at the inner margin, commonly called “double plates” (see 5B10.4).

### **5B13. Incomplete single-part atlases**

If a volume, or an individual sequence of pages or leaves within a volume, lacks pages or leaves at its end—or an unpaginated or unfoliated volume or sequence lacks any pages or leaves—and the paging or foliation of a complete copy cannot be ascertained, record the number of the last numbered or unnumbered page or leaf followed by “+ p.” or “+ leaves.” Make a note of the imperfection.

1 atlas (xxiv, 178+ p.)

*Note:* Description based on incomplete copy; all after p. 178 wanting

1 atlas ([8+], 237, [1] leaves)

*Note:* Description based on incomplete copy; one or more prelim. leaves (incl. t.p.) wanting

## **5B14-5B20. ATLASES IN MORE THAN ONE PHYSICAL UNIT**

### **5B14. General rule**

**5B14.1.** For an atlas issued in more than one physical unit, give the number of physical units in arabic numerals, followed by the appropriate designation for the unit, in parentheses after the specific material designation, as instructed in 5B14-5B20 (see also 5E).

1 atlas (3 v.)

1 atlas (2 portfolios)

1 atlas (6 sheets)

**5B14.2.** If an atlas has been issued in fascicles intended to be bound into one or more physical units, give the number of pages, leaves, or volumes appropriate to its final form, with a note indicating that it was issued in fascicles.

## AREA 5. PHYSICAL DESCRIPTION

1 atlas ([32 p.])  
*Note:* Issued in 3 fascicles

**5B14.3.** If the number of physical units in which an atlas is bound differs from the number in which it was actually issued, state this fact in a local note if considered important (see 7A4).

1 atlas (6 v.)  
*Optional local note:* LC copy bound in 3 v.

### **5B15. Bibliographic volumes vs. physical volumes**

If the number of bibliographic volumes differs from the number of physical volumes in which an atlas is actually issued, give the number of bibliographic volumes followed by "in" and the number of physical volumes. Give details of the atlas's numbering in a note, unless the numbering is given in a contents note (see 7B11.1).

1 atlas (3 v. in 5)  
*Note:* Vols. numbered 1, 2A, 2B, 2C, 3

1 atlas (8 v. in 5)  
*Note:* The t.p. of the 5th vol. bears the designation "Bde. 5-8"

### **5B16. Pagination continuous**

**5B16.1.** If the pagination of an atlas in more than one physical unit is continuous, give the pagination in parentheses after the number of units.

1 atlas (8 v. (894 p.))

**5B16.2.** Do not use the physical description area to record preliminary sequences unless only the first volume contains such a sequence. A complete record of sequences may be given in a note if considered important.

1 atlas (3 v. (xx, 804 p.))  
*(Comment:* Preliminaries are in v. 1 only)

1 atlas (3 v. (804 p.))  
*Optional note:* Vol. 1: xx, 202 p.; v. 2: xx, 203-512 p.; v. 3: xxi, [1], 513-804 p.  
*(Comment:* Preliminaries are present in all volumes)

**5B17. Pagination not continuous**

*Optionally*, if the pagination of an atlas in more than one physical unit is not continuous, record the pagination of each unit either in parentheses after the number of units or in a note.

1 atlas (2 portfolios (12, 18 leaves))

1 atlas (5 v. (32, 36, 48, 36, 18 p.))

1 atlas (3 v. (v, [1], 31, [1]; vi, 32; iii, [1], 49, [1] p.))

or 1 atlas (3 v.)

*Optional note:* Vol. 1: v, [1], 31, [1] p.; v. 2: vi, 32 p.; v. 3: iii, [1], 49, [1] p.

(*Comment:* Same pagination as in preceding example)

**5B18. Leaves and pages of plates**

If an atlas in more than one physical unit contains leaves or pages of plates, do not record them in the statement of extent. Note the presence of the plates in a note if considered important.

1 atlas (2 v.)

*Optional note:* Vol. 1: viii, 100, [4] p., [12] leaves of plates (2 folded); v. 2: iv, 112 p., [9] leaves of plates

**5B19. Incomplete multipart atlases**

If an atlas in more than one physical unit is not yet complete, omit the number of physical units. Give only the appropriate designation for the unit in parentheses after the specific material designation.

1 atlas (v.)

**5B20. Discontinued atlases**

If an atlas planned for more than one physical unit has been or appears to have been discontinued before completion, describe the incomplete set as appropriate (i.e., record paging for a single volume or the number of volumes for multiple volumes). Make an explanatory note.

1 atlas (2 v.)

*Note:* No more published?

1 atlas (627, [1] p.)

*Note:* Vol. 2 was never published

## 5C. Other physical details

### 5C1. General rule

Give the following details, as appropriate, in the order set out here:

- › layout
- › production method
- › maps and other illustrations in an atlas
- › color
- › medium
- › material
- › dissection and/or mounting

### 5C2. Layout

Use “both sides” if the map, etc., is continued on the other side of the sheet(s), or, if collectively describing multiple maps(s), etc., which are on both sides of the sheet(s). However, if the same map, etc., is represented in a different language on each side of the sheet, use “back to back.”

1 map : both sides

3 maps on 1 sheet : both sides

2 maps on 1 sheet : back to back

*(Comment: A map of Canada, in English on one side and in French on the other)*

Make a note to describe any other unusual layout of the map(s), etc., on the sheet(s) if considered important.

1 map in 3 segments

*Optional note: The three segments, depicting the northern, central, and southern areas of the country, are arranged side-by-side on the sheet*

*(Comment: A map of Chile)*

**5C3. Production method**

**5C3.1.** *Optionally*, give the method of production, or reproduction, preferably using a term found in a standard vocabulary.<sup>21</sup>

1 map : woodcut

1 view : lithograph

2 maps on 1 sheet : copper engravings

**5C3.2.** For photomechanical reproductions, either use a general term (e.g., photocopy), or give the generic name of the process (e.g., blueprint, blueline, white print).

1 map : blueline

1 map : photocopy

68 maps : 6 blueprints

**5C3.3.** For manuscript material, use the abbreviation “ms.”

1 atlas (32 leaves) : ms.

1 map : ms.

**5C3.4.** For printed atlases, see 5C4.3.

**5C4-5C7. MAPS AND OTHER ILLUSTRATIONS IN AN ATLAS****5C4. General rule**

**5C4.1.** Always specify the presence of maps in an atlas. *Optionally*, also specify other particular types of illustrations. Use, in alphabetical order, one or more such terms as the following: coats of arms, diagrams, facsimils, forms, genealogical tables, maps, music, plans, portraits. (use for single or group portraits), samples.

: diagrams, maps, portraits.

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<sup>21</sup> Vocabularies useful for this purpose include Art & Architecture Thesaurus Online and Thesaurus for Graphic Materials.

## AREA 5. PHYSICAL DESCRIPTION

: coats of arms, maps

**5C4.2.** Precede the terms specifying particular types of illustrations with “ill.” if the particular types are not the only illustrations in the atlas.

: ill., maps, plans

: ill., maps

**5C4.3.** *Optionally*, add the graphic process or technique in parentheses, preferably using a term found in a standard vocabulary.<sup>22</sup> Give more detailed descriptions of the illustrations in a note if considered important.

: ill., maps (woodcuts)

: maps (copper engravings)

**5C4.4.** *Optionally*, disregard minor illustrations.

**5C4.5.** Do not regard the following as illustrations: ornaments (e.g., head-pieces, vignettes, tail-pieces, printers’ devices), pictorial covers, pictorial dust jackets, and tables containing only words and/or numbers. If considered important, these may be mentioned in a note (see 7B11.3).

**5C4.6.** *Optionally*, treat significant title-page illustrations as illustrations rather than ornaments. Make a note to indicate any title-page illustration so treated if considered important (see 7B11.3).

### **5C5. Color in maps and other illustrations in an atlas**

**5C5.1.** Indicate the presence of color in maps and other illustrations in a printed atlas using the abbreviation “col.” or “hand col.” as appropriate. Treat illustrations printed with a tint block (e.g., tinted lithographs) as color illustrations.

: hand col. maps

: ill., col. maps, ports. (some col.)

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<sup>22</sup> Vocabularies useful for this purpose include Art & Architecture Thesaurus Online and Thesaurus for Graphic Materials.



: ill. (some hand col.), maps, plans  
 : col. maps (lithographs)

**5C5.2.** Do not describe hand-colored maps and other illustrations in a printed atlas as “hand col.” unless there is evidence that the atlas was issued with the hand coloring. In case of doubt, do not consider the atlas to have been issued that way by the publisher. Provide details of publisher-issued hand coloring in a note if considered important (see 7B11.3). Make a local note to indicate the presence of other hand coloring if considered important (see 7A4).

: maps  
*Optional local note:* Bancroft Library copy with maps hand-colored  
 (*Comment:* Atlas has title “Black and white mileage atlas of the United States, Canada, and Mexico”)  
 : hand col. maps  
*Optional note:* "Price ten dollars plain, twelve dollars coloured"

**5C5.3.** Indicate the presence of color maps and other illustrations in a manuscript atlas using the abbreviation “col.”

1 atlas (32 leaves) : ms., col. maps

**5C5.4.** Monochromatic materials are not considered colored regardless of the color of the ink (or other medium) or paper (or other material) used. Make a note to record the color of the ink (or other medium), if other than black, or the color of the paper (or other material), if other than white if considered important.

: maps  
*Optional note:* Printed in blue throughout

**5C6. Number of maps and other illustrations in an atlas**

**5C6.1.** Record the number of maps and other illustrations in an atlas when their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

: 94 hand col. maps  
 : ill., 8 maps  
 : 3 ill., 10 maps  
 : 6 col. ill. (tinted lithographs), 20 maps  
 : 2 maps (lithographs), 1 port. (mezzotint)

## AREA 5. PHYSICAL DESCRIPTION

: 1 ill. (engraving)

*Note:* Illustration is a t.p. vignette depicting Atlas holding a globe aloft, surrounded by female figures and cherubs holding a divider, book, and compass

**5C6.2.** *Optionally*, estimate the number of maps and other illustrations in an atlas when their number cannot be ascertained readily.

1 atlas (1 v. (unfoliated)) : ca. 150 maps

**5C6.3.** If an atlas consists entirely or chiefly of maps, account for this fact by specifying "all maps" or "chiefly maps."

: all maps

: chiefly col. maps

### **5C7. Atlases with maps and other illustrations in pockets and on endpapers**

**5C7.1.** Describe maps and other illustrative matter issued in a pocket attached to an atlas in this area. Make a note indicating the number of items in the pocket. For other material issued in the pocket of an atlas, see 5E2.

: ill., 39 col. maps

*Note:* One of the maps folded in pocket on inside back cover

**5C7.2.** Describe maps and other illustrative matter appearing on the endpapers of an atlas in this area. Make a note indicating the presence of the illustrations on the endpapers.

: ill., col. maps

*Note:* Includes maps on endpapers

### **5C8. Color**

**5C8.1.** Indicate the presence of color on printed maps, etc., using the abbreviation "col." or "hand col." as appropriate. Disregard color found outside the border of a map, etc. Treat maps, etc., printed with a tint block (e.g., tinted lithographs) as colored.

1 globe : col.

180 maps : some hand col.

4 maps : 2 hand col.

2 views : lithographs, col.

**5C8.2.** Do not describe a printed map, etc., with hand coloring as “hand col.” unless there is evidence the map was issued with the hand coloring. In case of doubt, do not consider a map with hand coloring to have been issued that way by the publisher. Provide details of publisher-issued hand coloring in a note if considered important (see 7B11.3). Make a local note to indicate the presence of other hand coloring if considered important (see 7A4).

1 map

*Optional local note:* LC copy with map hand-colored

*(Comment:* Map has title “Black and white mileage map. Maryland and Delaware”)

1 map : lithograph, hand col.

*Optional note:* Includes key with explanation of colors

*(Comment:* Title contains the statement “colored to show the geological formations” indicating that the hand coloring was issued by the publisher)

**5C8.3.** Indicate the presence of color on manuscript maps, etc., using the abbreviation “col.”

1 map : ms., col.

**5C8.4.** Monochromatic materials are not considered colored regardless of the color of the ink (or other medium) or paper (or other material) used. Make a note to record the color of the ink (or other medium), if other than black, or the color of the paper (or other material), if other than white if considered important.

1 map : woodcut

*Optional note:* Printed in green ink on yellow paper

**5C8.5.** For atlases, indicate the presence of color as instructed in 5C5.

### **5C9. Medium**

*Optionally,* give the medium (e.g., pencil, ink) used to draw and color manuscript material. If printed material is issued with hand coloring, the medium may be recorded after the indication of color.

1 map : ms., col., pencil

54 maps : ms., col., pencil and ink

### **5C10. Material**

*Optionally,* give the material of which a map, etc., is made.

## AREA 5. PHYSICAL DESCRIPTION

1 map : silk  
1 globe : col., wood  
1 map : ms., col., vellum  
1 globe : col., enameled copper

### 5C11. Dissection and/or mounting

**5C11.1.** Indicate if the material has been dissected and/or mounted. Provide additional details of the dissection and/or mounting in a note if considered important (see 7B11.5).

1 map : lithograph, col., dissected and mounted on linen  
1 globe : col., wood, mounted on brass stand  
1 map on 2 sheets : col., mounted on cardboard  
1 globe : plastic, mounted on metal stand

**5C11.2.** Do not describe the dissection and/or mounting in this area unless there is evidence that the material was issued with the dissection and/or mounting. In case of doubt, do not consider the material to have been issued this way by the publisher. Make a local note to describe the dissection and/or mounting if considered important (see 7A4).

1 map : lithograph, col.  
*Optional local note:* Beinecke Library copy dissected and mounted on linen

### 5D. Size and format

#### 5D1. Maps on sheets

**5D1.1.** Give the height x width of the map, etc., in centimeters, rounding a fraction of a centimeter up to the next full centimeter. When the map, etc., is placed in reading position, "height" is the top-bottom measurement and "width" is the left-right measurement.

; 26 x 36 cm  
(*Comment:* A map measuring 25.4 centimeters in height and 35.6 centimeters in width)

**5D1.2.** *Optionally*, give the height x width in millimeters, expressed in tenths of a centimeter. Always give the first significant number after the decimal.

; 25.4 x 35.6 cm

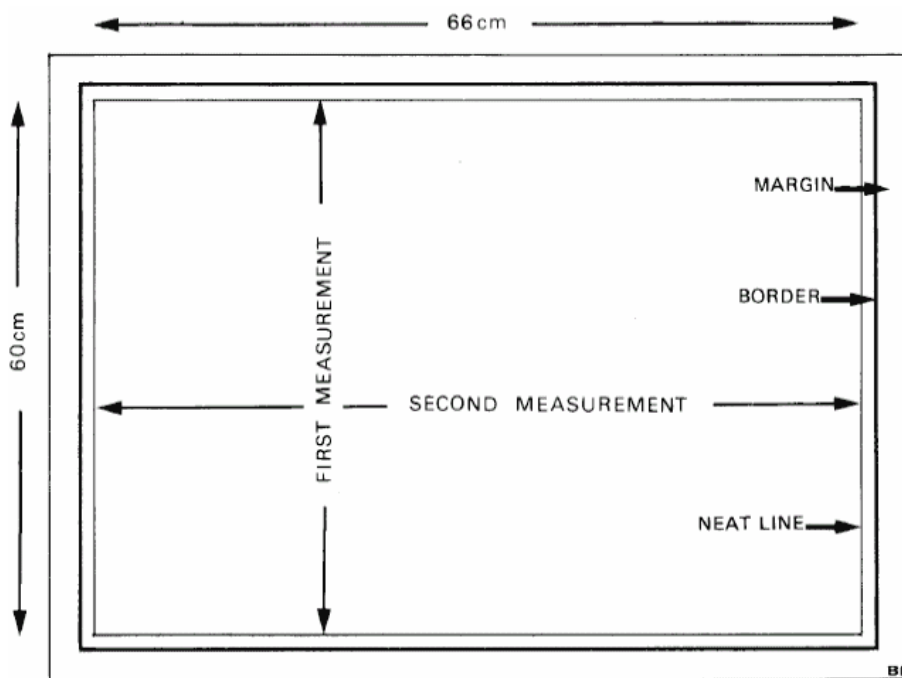
; 136.0 x 340.0 cm

(*Comment:* A map measuring exactly 136 cm in height and 340 centimeters in width)

**5D1.3.** Give the measurements of the map, etc., based on the neat line rather than the size of the sheet. If any cartographic detail extends beyond the neat line, extend the measurement to include the cartographic detail. If there is no neat line or if the map, etc., bleeds off the edge of the sheet, measure the maximum extent of the cartographic detail.

; 30 x 31 cm

(*Comment:* A map measuring 30 x 30 cm within the neat lines, but one detail of the map extends 1 cm beyond the width of the neat line)



**5D1.4.** *Optionally*, add the dimensions of the sheet, specified as such, to the map dimensions. As a matter of style and readability, do not repeat the word “on” in a statement of sheet size in the size and format element when the phrase “on sheet” is used in the extent element.

1 map : col. ; 65 x 80 cm, on sheet 89 x 93 cm

## AREA 5. PHYSICAL DESCRIPTION

2 maps on 1 sheet : col. ; each 45 x 57 cm, sheet 93 x 80 cm

**5D1.5.** For component maps of the same size, record the common size. If there are only two component maps or two common sizes, both may be given; otherwise, record the greatest dimension, followed by "or smaller." Always give the sheet size.

4 maps on 1 sheet : col. ; each 22 x 28 cm, sheet 50 x 72 cm

2 maps on 1 sheet ; 17 x 42 cm and 16 x 41 cm, sheet 42 x 50 cm

8 maps on 1 sheet ; each 16 x 16 cm or smaller, sheet 55 x 40 cm

**5D1.6.** Give the diameter of a circular map, etc., and specify it as such. If a map, etc., is irregularly shaped, give the greater or greatest dimensions of the map itself.

1 map : col. ; 45 cm in diam.

*(Comment: A circular map)*

1 map ; 79 x 80 cm

*(Comment: A map that is irregularly shaped)*

**5D1.7.** If it is difficult to determine the points for measuring the height and width of the map, etc. (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders), give the height x width of the sheet, specified as such.

1 map : col. ; on sheet 46 x 34 cm

**5D1.8.** If a map, etc., is on sheets of two sizes, give both sets of dimensions connected by "and." If the sheets are of more than two sizes, give the greatest height of any of them, followed by the greatest width of any of them, followed by "or smaller."

1 map on 2 sheets ; sheets 26 x 26 cm and 31 x 36 cm

1 map on 4 sheets ; sheets 30 x 40 cm or smaller

**5D1.9.** If a map, etc., is on one or more sheets in two or more segments designed to fit together to form one map, etc., give the dimensions of the complete map, etc., followed by the dimensions of the sheet(s). Separate the dimensions by a comma and precede the sheet dimension with "on" unless the number of sheets is given in the extent of the material. If such a map, etc., is mounted, give the dimensions of the whole map, etc., alone.

1 map in 4 segments ; 11 x 61 cm, on sheet 26 x 35 cm

1 map on 9 sheets ; 265 x 376 cm, sheets 97 x 142 cm

1 map on 4 sheets ; sheets 31 x 41 cm

1 map ; 120 x 276 cm

(*Comment: A mounted map created from several segments*)

1 map on 2 sheets : ms., col. ; 48 x 230 cm, sheets 50 x 120 cm

If it is difficult to determine the points for measuring the height and width of a complete map, etc., that is in segments, or if it is difficult to assemble the map, etc., for measuring, give only the height and width of the sheet(s), specified as such.

1 map on 3 sheets ; sheets 31 x 41 cm

2 maps on 6 sheets ; sheets 60 x 60 cm or smaller

**5D1.10.** If the size of either dimension of a map, etc., is less than half the same dimension of the sheet on which it is printed or if there is substantial information on the sheet (e.g., text), give the sheet size as well as the size of the map, etc.

1 map ; 21 x 32 cm, on sheet 43 x 51 cm

**5D1.11.** If a map, etc., is issued with an outer cover within which it is intended to be folded or if the sheet itself contains a panel or section designed to appear on the outside when the sheet is folded, give the dimensions of the cover and/or the sheet size in folded form, as well as the size of the map, etc.

1 map ; 81 x 58 cm, folded to 21 x 10 cm

1 map : col. ; 10 x 21 cm, on sheet 40 x 60 cm, folded to 22 x 10 cm

1 map : col. ; 72 x 56 cm, folded in cover 20 x 11 cm

**5D1.12.** If a map, etc., is printed on both sides of a sheet at a consistent scale, give the dimensions of the map, etc., as a whole, and give the sheet size. If it is difficult to measure such a map, etc., give the sheet size alone.

1 map : both sides ; 45 x 80 cm, on sheet 50 x 46 cm

(*Comment: A map printed on both sides of a sheet, with a line for joining indicated*)

1 map : both sides ; on sheet 45 x 31 cm

## AREA 5. PHYSICAL DESCRIPTION

(*Comment:* A map printed on both sides of a sheet)

**5D1.13.** If the maps, etc., are of two sizes, give both sizes connected by “and.” If they are of more than two sizes, give the greatest height of any of them, followed by the greatest width of any of them, followed by “or smaller.”

60 maps ; 45 x 56 cm and 49 x 75 cm

60 maps ; 61 x 91 cm or smaller

10 maps on 25 sheets : col. ; sheets 100 x 91 cm or smaller

### 5D2. Atlases

**5D2.1.** Give the height of an atlas (based on the copy in hand) in centimeters, rounding a fraction of a centimeter up to the next full centimeter. If an atlas measures less than 10 centimeters, give the height in millimeters. If more than one copy of the atlas is held, and the heights of the different copies vary, record the height of the tallest copy and give the height of the other copies in a local note.

; 18 cm

(*Comment:* An atlas measuring 17.1 centimeters in height)

; 99 mm

(*Comment:* An atlas measuring between 98 and 99 millimeters in height)

**5D2.2.** If an atlas is bound, measure the height of the binding. When the height of the atlas differs by 3 centimeters or more from the height of the binding, specify both.

; 12 cm bound to 20 cm

**5D2.3.** For hand-press publications, add the bibliographical format of the atlas in parentheses following the size statement whenever the format can be determined. *Optionally*, give the format also for machine-press atlases. Give the format in abbreviated form (fol., 4to, 8vo, 12mo, etc.). Use “full-sheet” for atlases made up of unfolded sheets.

; 20 cm (4to)

(*Comment:* An atlas in quarto)

; 20 cm (4to and 8vo)

(*Comment:* An atlas consisting of a mixture of quarto and octavo sheets)

; 51 x 38 cm (full-sheet)



**5D2.4.** If the width of a volume is greater than the height, or less than half the height, give the height x width.

; 20 x 32 cm

; 20 x 8 cm

If one of the measurements would normally be given in millimeters and one in centimeters, give both measurements in millimeters.

; 95 x 120 mm

**5D2.5.** If the volumes of a multipart atlas differ in size, give the smallest or smaller size and the largest or larger size, separated by a hyphen.

; 24-28 cm

**5D2.6.** If the atlas consists of separate physical units of varying height bound together, give the height of the binding only.

### 5D3. Models

**5D3.1.** Give the height x width of a model in centimeters, rounding a fraction of a centimeter up to the next full centimeter. *Optionally*, add the depth.

1 model : col., plastic ; 45 x 35 x 3 cm

### 5D4. Globes

**5D4.1.** Give the diameter<sup>23</sup> of a globe in centimeters, rounding a fraction of a centimeter up to the next full centimeter.

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<sup>23</sup> The following formula may be used to calculate the diameter of a globe:  $d=c/\pi$

Where:

d = diameter

c = circumference

$\pi$  = 3.1416 (approximate)

## AREA 5. PHYSICAL DESCRIPTION

1 globe : col., wood, mounted on brass stand ; 12 cm in diam.

**5D4.2.** *Optionally*, if the globe was issued with a stand, include its dimensions , separated by a comma from the dimensions of the globe. If a more comprehensive description of the stand is considered important, give the dimensions of the stand with the other details in a note (see 7B11.4). In case of doubt, assume the globe was issued with the stand. If the stand is known not to have been issued with the globe, use a local note to describe it if considered important (see 7A4).

1 globe : col., wood, mounted on brass stand ; 12 cm in diam.,  
stand 16 in diam. x 130 cm high

### 5D5. Containers

*Optionally*, if the material was issued in a container, name the container and give its dimensions either after the dimensions of the material or as the only dimensions. Separate the dimensions by a comma. If a more comprehensive description of the container is considered important, give the dimensions of the container with the other details in a note (see 7B11.4). In case of doubt, assume the material was not issued in the container and, if considered important, use a local note to describe it (see 7A4).

1 globe : col., plastic, mounted on metal stand ; 12 cm in diam.,  
in box 40 x 21 x 21 cm

1 map : col. ; 201 x 350 cm, folded to 20 x 15 cm, in plastic  
case 26 x 21 cm

1 map : col. ; 49 x 50 cm, folded in envelope 23 x 32 cm

10 maps : mounted on wood ; each 69 x 89 cm, in wood case 78 x 89  
cm

1 globe : col. ; 8 cm in diam., in wooden acorn-shaped container  
14 cm

## 5E. Accompanying material

### 5E1. General rule

**5E1.1.** If an item and its accompanying material are issued simultaneously (or nearly so) and are intended to be used together, give the number of physical units of accompanying material in arabic numerals, and the name of the material at the end of the physical description.

; 24 cm (8vo) + 1 price list

**5E1.2.** *Optionally*, give the physical description of accompanying material in parentheses following its name.

; 192 x 162 cm, sheets 96 x 81 cm, folded to 32 x 27 cm, in portfolio 36 x 28 cm + 1 book ([2], 17, [1] p. ; 33 cm)

; 68 x 88 cm, folded in slipcase 20 x 14 cm + indexes (2 v. : ill. ; 19 cm (8vo))

*or* describe the accompanying material independently

*or* mention it in a note (see 7B12).

**5E2. Issued in pocket**

If accompanying material is issued in a pocket attached to an item, specify the location in a note. However, do not treat maps and other illustrative matter issued in the pocket of an atlas as accompanying material (see 5C7.1).

; 29 cm + 1 CD-ROM

*Note:* CD-ROM in pocket on inside back cover of atlas



## **6. SERIES AREA**

Contents:

- 6A. Preliminary rule
- 6B. Title proper of series
- 6C. Parallel titles of series
- 6D. Other title information of series
- 6E. Statements of responsibility relating to series
- 6F. ISSN of series
- 6G. Numbering within series
- 6H. Subseries
- 6J. More than one series statement

### **6A. Preliminary rule**

#### **6A1. Prescribed punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede this area by a period-space-dash-space.

Enclose each series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the ISSN of a series or subseries by a comma.

Precede the numbering within a series or subseries by a semicolon.

Enclose a date following a numeric and/or alphabetic designation in parentheses.

Precede the title of a subseries, or the designation for a subseries, by a period.

Precede the title of a subseries following a designation for the subseries by a comma.

## 6A2. Sources of information

**6A2.1.** For cartographic materials other than atlases, the prescribed sources of information for the series area are the chief source of information and any accompanying material, in that order of preference. For atlases, the prescribed sources of information for the series area are the series title page, atlas title page, cover,<sup>24</sup> dust jacket, and rest of the atlas, in that order of preference. If the material has both main series and subseries titles, however, prefer a source containing both titles.

**6A2.2.** If the series statement, or any of its elements, is taken from a source other than the recto of the sheet (for cartographic materials printed or drawn on sheets), the series title page (for atlases), or the item itself (for globes and other three-dimensional cartographic resources), make a note to indicate its source (see 7B13.1).

(Breou's official series of farm maps)  
*Note:* Series statement from head of t.p.

(Walker's county maps)  
*Note:* Series statement from cover

**6A2.3.** If the series statement appears in more than one source on the material, indicate this in a note, if considered important, and record the text of the statement if it differs from the form transcribed in the series area.

(Bacon's new shilling war map ; no. 4)  
*Optional note:* Series statement also appears on cover as:  
Shilling series, no. 4

(Publication no. 12 of the Sierra Club)

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<sup>24</sup> Consider the cover of a printed atlas to be a prescribed source only if it was issued by the publisher. Series-like statements present on covers not issued by the publisher usually represent binders' titles and should be treated as copy-specific information. They may be transcribed in a local note, if considered important. In case of doubt, do not consider the cover to be a prescribed source of information.

*Optional note:* Series statement also appears on cover as:  
Publications of the Sierra Club. Number 12

**6A2.4.** If the series statement appears as a stamp or on a label, transcribe it as found and make a note to indicate the presence of the stamp or label.

(New geography series ; IV)  
*Note:* Series statement from label on t.p.

**6A2.5.** If a series statement is not present in the material, but reference sources provide evidence that the material was issued as part of a series, do not supply a series statement in the series area. Rather, provide the series information in a note if considered important.

*Optional note:* "New world series 1508-1992"--Publisher's catalog

### **6A3. Form and order of information**

Transcribe series information in the form and order in which it is presented in the source, unless instructed otherwise by specific rules (see 0G).

### **6B. Title proper of series**

**6B1.** Transcribe the title proper of the series as it appears in the material, according to the general rules 0B-0G.

(The Thurston yellow map series)  
(Philips' series of comparative wall atlases)  
(Pocket county maps)  
(G.S.G.S.)

**6B2.** If the series title proper includes a statement of responsibility or numbering that is grammatically inseparable from other words in the title proper, transcribe it as part of the title proper.

(G. Woolworth Colton's series of railroad maps ; no. 3)  
(Publication no. 12 of the Sierra Club)

### 6C. Parallel titles of series

**6C1.** If the source bears a series title in more than one language or script, transcribe as the series title proper the title that is in the language or script of the title proper. If this criterion does not apply, transcribe the title that appears first in the source. Transcribe the remaining title(s), together with any associated information, as parallel series titles. Precede each parallel series title by an equals sign. For atlases, make a note to indicate the original position on the source of any transposed titles. For other materials, make a transposition note if considered important.

(Canadian cities, bird's eye views = Villes du Canada, vues à vol d'oiseau)

**6C2.** *Optionally*, if it is considered that the parallel series titles are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, omit parallel series titles after the first using the mark of omission. Transcribe the omitted title(s), together with any associated information, in a note if considered important.

### 6D. Other title information of series

**6D1.** Transcribe other title information relating to the series, if present, following the series title proper.

(Theatrum orbis terrarum : a series of atlases in facsimile ; first series, volume V)

**6D2.** If there are parallel series titles (see 6C), transcribe the other title information after the series title to which it relates. If any parallel titles have been omitted from the transcription, also omit the associated other title information. Transcribe the omitted information in a note if considered important.

### 6E. Statements of responsibility relating to series

**6E1.** Transcribe a statement of responsibility relating to the series, if present, following the series title. If the statement of responsibility does not appear in this position in the source, transpose as needed. For atlases, provide details of the transposition in a note. For other materials, make a transposition note if considered important. However, if the statement of responsibility is grammatically inseparable from the series title, see 6B2.



(Michigan handbook series / University Museums, University of Michigan ; no. 4)  
*Note:* Series statement from t.p.; series title and numbering appear before imprint; statement of responsibility for series appears at head of title

## **6E2. Parallel statements of responsibility relating to series**

**6E2.1.** If there are parallel series titles (see 6C) but the statement of responsibility relating to the series appears in only one language or script, transcribe the statement of responsibility after the last parallel title (following any other title information associated with the title).

**6E2.2.** If the statement of responsibility appears in more than one language or script, transcribe each statement after the series title (or other title information) to which it relates.

(Facsimile / Association of Canadian Map Libraries = Fac-similé / Association des cartoathèques canadiennes ; no. 50)

**6E2.3.** If any parallel series titles have been omitted from the transcription, also omit their associated statements of responsibility. Transcribe the omitted statement(s) in a note if considered important.

## **6F. ISSN of series**

Transcribe an International Standard Serial Number (ISSN) of a series if it appears in the publication.

(Map series, ISSN 0085-0624 ; no. 149)

## **6G. Numbering within series**

### **6G1. General rule**

**6G1.1.** If series numbering is present, transcribe it as the last element in the series statement. If the numbering does not appear in this order in the source, transpose it as needed. For atlases, provide details of the transposition in a note. For other materials, make a transposition note if considered important. However, if the numbering is grammatically inseparable from the series title, see 6B2.

(Eclectic series ; number one)  
*Note:* Series from cover; series numbering precedes series title

## AREA 6. SERIES

**6G1.2.** Transcribe the numbering as it appears in the publication. Do not use any abbreviations not present in the source and do not convert roman or spelled-out numerals to arabic.

(... ; num. II)

(... ; volume six)

**6G2.** If there is series numbering but no series title, transcribe the numbering in a note. Provide any additional information about the series (e.g., as found in reference sources) in a note if considered important.

Number "No 436" appears in upper right corner of sheet; issued as part of the "Carte" series by the Dépôt général de la marine  
(*Comment:* Making a note on the number is required; providing the additional information is optional)

In case of doubt as to whether a number appearing on the material is series numbering, transcribe the numbering in a note.

### **6G3. Numbering relating to parallel series titles**

**6G3.1.** If there are parallel series titles (see 6C) and the series numbering also appears in more than one language or script, transcribe each number after the series title to which it relates (following any other title information or any statement of responsibility associated with the title).

Applied geological maps of Korea ; vol. 7 = Han'guk ũngyong  
chijilto ; che 7-kwŏn)

**6G3.2.** If the series numbering appears only once, transcribe it after the series title to which it relates. However, if the numbering relates to all, more than one, or none of the series titles, transcribe it at the end of the series statement.

(Facsimile / Association of Canadian Map Libraries = Fac-similé  
/ Association des cartotheques canadiennes ; no. 50)

**6G3.3.** If any parallel series titles have been omitted from the transcription, also omit their associated numbers. Transcribe the omitted number(s) in a note if considered important.

## 6H. Subseries

**6H1.** If both a main series and a subseries appear in the publication, give the details of the main series first, followed by the details of the subseries. If the main series and subseries do not appear in this position in the source, transpose them as needed. For atlases, provide details of the transposition in a note. For other materials, make a transposition note if considered important.

(Sharpe's corresponding maps. Enlarged series ; no. 6)

(Mapas México. Colección planos urbanos)

**6H2.** If a phrase such as “new series,” “second series,” etc., appears with an unnumbered series, transcribe the phrase as a subseries title. If the phrase appears with a numbered series, transcribe the phrase as part of the numbering of the series.

(Studies in cartography. Second series)

(*Comment:* Series is unnumbered)

(Transactions / American Philosophical Society ; vol. I, new series)

(*Comment:* Series is numbered)

**6H3.** If there are parallel series titles (see 6C), transcribe each subseries after the series title to which it relates. If any parallel titles have been omitted from the transcription, also omit their associated subseries. Transcribe the omitted subseries in a note if considered important.

## 6J. More than one series statement

The information relating to a single series, or series and subseries, constitutes one series statement. If two or more series statements appear in the material, transcribe each statement separately.

(Reproductions of early manuscript maps / Royal Geographical Society ; 4) (Bodleian Library map reproductions ; 1)



## 7. NOTE AREA

Contents:

7A. Preliminary rule

7B. Notes

### 7A. Preliminary rule

#### 7A1. General instructions

**7A1.1.** Notes qualify and amplify the formal description, and are especially important for recording types of information not accounted for in other areas of the description. Notes can therefore deal with any aspect of the material.

**7A1.2.** Notes, by their nature, cannot be enumerated exhaustively, but can be categorized in terms of the areas of description to which they pertain. In addition to notes relating to these areas, there are notes that do not correspond to any area of the formalized areas of description. Occasionally it may be useful to group together notes that refer to more than one area—for instance, when they are all based on one source within the material, such as a privilege statement.

**7A1.3.** If the description in the areas preceding the note area does not clearly identify the resource being cataloged, make whatever notes are necessary for unambiguous identification. When appropriate, refer to detailed descriptions in standard catalogs or bibliographies. Provide sufficient information to identify the specific source, whether using a general note, a formal “References” note giving the source in prescribed form (see 7B15), or some combination of the two.

**7A1.4.** Notes may also be made to justify added entries intended for special indexes of personal or corporate names, titles, genres/forms, physical characteristics, provenance, etc. Whenever possible, use terms taken from lists of controlled vocabularies when making such notes and added entries. Prefer the terminology used in RBMS Controlled Vocabularies or *Library of Congress Genre/Form Terms for Library and Archival Materials*. Terms from other authorized vocabularies (e.g., Art & Architecture Thesaurus Online) may also be used as appropriate.

## AREA 7. NOTE

**7A1.5.** In general, notes are not required, but some notes are required in particular situations and are so indicated in previous rules, e.g., 1F4, 2A2, and in some of the rules for this area.

### **7A2. Punctuation**

Start a new paragraph for each note. End each paragraph with a period or other mark of final punctuation.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

### **7A3. Sources of information**

Take information recorded in notes from any suitable source. Square brackets are required only for interpolations within quoted material.

### **7A4. Local versus general notes**

**7A4.1.** Carefully distinguish local notes (which record copy-specific information for material issued or produced in multiple copies) from general notes (which record information valid for all copies of the material being cataloged). By their nature, unique items such as manuscript maps cannot exist in multiple copies, and thus will have only general notes. For many older materials, it will not be readily ascertainable whether the characteristics of a single copy are in fact shared by other copies. In case of doubt, consider that the characteristics of the copy in hand are not shared by other copies and therefore use local notes.

**7A4.2.** Details of physical description given in general notes usually apply to all copies of an edition or issue. Summaries of details that apply to particular groups of copies within an edition or issue may also be given. Notes pertaining to individual copies may be given separately as local notes if considered important.

Two issues noted, with no precedence determined. In the first, the word "Washington" on the engraved title page is unadorned and the plates are hand-colored. In the second, the word "Washington" on the title page is surrounded by scrollwork and the plates are uncolored

Two binding variants noted, one in red cloth and one in blue cloth

**7A4.3.** The extent and depth of detail provided in local notes will be determined by the local policies of the cataloging agency. Copy-specific information is highly desirable in the context of rare materials cataloging, which puts greater emphasis on materials as artifacts than is usual in general cataloging practice. Local notes can also provide warrant for added entries (e.g., added entries for the names of former owners or binders, for various kinds of provenance evidence, binding characteristics, etc.).

**7A4.4.** Copy-specific features that may be brought out in local notes include known imperfections and anomalies, the presence of advertisements not recorded in area 5 (see 5B6), illumination, rubrication, and other hand coloring (unless issued that way by the publisher; see 7B11.3), provenance evidence (see 7B20) such as bookplates, stamps, autographs, manuscript annotations, and the names of persons or institutions associated with specific copies, details of dissection and/or mounting (unless issued that way by the publisher; see 7B11.5), copy-specific binding details and the names of binders (see 7B11.6), copy numbers (see 7B7.5), and "Bound with" notes (see 7B19.3).

**7A4.5.** Include in local notes one or more of the following identifiers if considered important: a designation of the holding institution (e.g., a library's name, acronym, or code), a designation of the item's physical location (e.g., a shelfmark), or an indication of the item's copy number (if the institution holds more than one copy). Such identifiers are especially recommended if the bibliographic record is to be contributed to a union catalog or other shared database.

NYPL copy includes annotations in black and red ink, showing route of "S.S. Minneapolis, voy[age] 10, east bound," and listing coordinates of positions reached day by day

Copy 1: Removed from volume and mounted on cloth

Copy 2: Imperfect: top portion of map wanting  
Bancroft Library copy: Crudely hand col. by a "colorist [who] was apparently both hurried and ignorant"--Wheat

(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Wheat, C.I. Mapping the transmississippi West, 1540-1861)

University of New Mexico copy has geographic names supplied in manuscript

### 7A5. Form of notes

**7A5.1. Order of information.** If information in a note corresponds to information found in the title and statement of responsibility, edition, publication, distribution, production, etc., physical description, or series areas, usually give the elements of information in the order in which they appear in those areas. In such cases, use prescribed punctuation, except substitute a period for a period-space-dash-space.

Revision of: 3rd ed. London : Macmillan, 1953

**7A5.2. Quotations.** Record quotations from the material or from other sources in quotation marks. Follow the quotation by an indication of its source, unless that source is the recto of the sheet (for cartographic materials printed or drawn on sheets), the title page (for atlases), or the item itself (for globes and other three-dimensional cartographic resources). Do not use prescribed punctuation within quotations.

"The letters E, F, S, D, Da, annexed to the names of the islands, denote them to belong either to the English, French, Spanish, Dutch, or Danes, &c."

"This map is based on the Steven Avery Powder-horn Map 1777, the Caleb Harris Survey 1795, the Daniel Anthony Map 1805, Henry R. Chace's 'Owners and Occupants' 1798 and on Documents owned by the R.I. Historical Society. S.R.B."

"The version is that of Jacobus Angelus, edited and remodeled by Bernardus Sylvanus"--Sabin

(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Sabin, J. Dictionary of books relating to America from its discovery to the present time)

"Probably the first publication to be printed on American machine-made paper"--Hunter

(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Hunter, D. Papermaking (2nd ed.))

"Price 6d. plain. 1s. coloured and mounted"--Cover

**7A5.3. Formal notes.** Use formal notes employing an invariable introductory word or phrase or a standard verbal formula when uniformity of presentation assists in the recognition of the type of information being presented or when their use provides economy of space without loss of clarity.



**7A5.4. Informal notes.** When making informal notes, use statements that present the information as briefly as clarity, understandability, and good grammar permit.

### **7A6. Notes citing other editions and works**

**7A6.1. Other editions.** In citing another edition of the same work, give enough information to identify the edition cited.

Revision of: 2nd ed., 1869

**7A6.2. Other works and other manifestations of the same work.** In citing other works and other manifestations of the same work (other than different editions with the same title), give whatever information is appropriate, such as the main entry heading, title proper (or uniform title), statement of responsibility, edition statement, or date of publication, distribution, production, etc. Arrange the information provided in the form that makes most sense in the particular case. Abridge the information as needed without using the mark of omission.

Abridgement of: Gumpfenberg, Wilhelm. Atlas Marianus

or Abridgement of: Atlas Marianus, sive, De imaginibus Deiparae per orbem Christianum miraculosis / auctore Guilielmo Gumpfenberg é Societate Iesu

## **7B. Notes**

Some of the most common types of notes are listed below; other notes than those provided for may be made if considered important. Specific applications of many of these notes are provided in the preceding sections. Make notes as called for in the following subrules, and, generally, in the order in which they are listed here. If a particular note is of primary importance, it may be given first, regardless of its order in this list. When appropriate, combine two or more notes to make one note.

### **7B1. Nature and scope**

**7B1.1. General rule.** Make a note on the nature or scope of the material, unless apparent from the rest of the description. Make a note on unusual or unexpected features of the material if considered important.

Celestial globe

## AREA 7. NOTE

Shows the routes of Amundsen, Byrd, and Gould

Strip maps

Includes rhumb lines

Shows boundary lines as claimed by the United States, Great Britain, and an arbiter

Airphoto mosaic "made by assembling 100 aerial photographs taken ... at an altitude of 10,000 feet"

Shows the fictional island group San Serriffe, consisting of the islands of Upper Caisse and Lower Caisse; many of the place names are taken from printing terms

Sketch map showing location of houses, with owners' names

### **7B1.2. Geographic coverage.** Make a note on the geographic coverage of the material, unless apparent from the rest of the description.

Covers all of western Europe and some of eastern Europe  
(*Comment: Title proper is "Germany"*)

Covers area bounded by Julia St., Barrone St., Bienville St., and the Mississippi River  
(*Comment: Title proper is "Nanitz' great mercantile map of New Orleans"*)

Covers northeastern Egypt  
(*Comment: Title proper is "Egypt"*)

Covers Atlantic Ocean from as far north as Halifax, N.S., and as far south as Puerto Rico  
(*Comment: Title proper is "Depths and temperatures observed in the western part of the North Atlantic Ocean"*)

Covers also Nevada  
(*Comment: Title proper is "Map of California"*)

### **7B1.3. Date of situation.** Make a note on the date (or dates) of the information shown on the material (e.g., statistical information, road revision, historical events, cultural features, surveys, expeditions), unless apparent from the rest of the description. Include the earliest and latest dates of situation. Indicate if the dates are approximate or unreliable. Indicate the specific aspects of the material to which the dates refer, if known.

Depicts boundaries as of March-August, 1939

Shows sites of 1809 battles

Railways revised 1857

The date of situation may be determined using a date, or dates, found on the material itself, deduced from information shown on the material, taken from accompanying material, or based on information found in any other source. A future date or an imaginary date may be used if applicable. See Appendix L for more information on determining the date of situation.

**7B1.4. Relief.** Always make a note on the method of relief portrayal. See Appendix R for examples of some of the methods commonly used to represent relief in cartographic materials.

Relief shown by contours, hachures, and spot heights

Relief shown pictorially

Raised relief

Depths shown by soundings

**7B1.5. Manuscript materials.** For manuscript materials, always note if the material is handwritten by the person responsible for the work contained therein or is signed.

Sketch map in the author's hand, signed

Signed by surveyor and chief engineer

## **7B2. Language and script of material; translation or adaptation**

**7B2.1.** Make a note on the language and script of the material, or on the fact that it is a translation or adaptation, unless apparent from the rest of the description.

Place names in Latin

Legend in English and Latin

Text in German, map titles in Latin, and place names in romanized Russian

An adaptation by Homan Turpin of Robert Morden's "The new description and state of England", first published in 1680

Translation of: Spieghel der zeevaerdt

Adaptation of: Las Cases, Emmanuel-Auguste-Dieudonné, comte de. Atlas historique, généalogique, chronologique et géographique

## AREA 7. NOTE

**7B2.2.** Always note the presence of nonroman script in the material if it has been transcribed only in romanized form in the description (see 0F2.1).

Text in Cyrillic script

Title in Greek script

### **7B3. Source of description; source of title proper**

**7B3.1.** Always make a note on the source of the title proper if it is other than the recto of the sheet (for cartographic materials printed or drawn on sheets), other than the item itself (for globes and other three-dimensional cartographic resources), or a title page substitute (for atlases). If considered important, make a note specifying the location on the recto of the sheet (for cartographic materials printed or drawn on sheets) or on the item itself (for globes and other three-dimensional cartographic resources) that serves as the source of the title proper.

Title from leaf [1] verso

Caption title

Panel title

Title from container

Title from portfolio

Title from stand

Title and imprint from printed wrapper

Title from Wheat

*(Comment: A separate note is used to provide a full citation for the reference to the published description in: Wheat, C.I. Mapping the transmississippi West, 1540-1861)*

Title devised by cataloger

Title from cartouche in lower left corner of sheet

**7B3.2.** For multipart monographs, if the description is not based on the first part, always identify the part used as the basis of the description.

Description based on: v. 2, published in 2001

**7B4. Variations in title**

**7B4.1.** Make a note on titles borne by the material, or containers issued with the material, other than the one chosen as the title proper. If nonroman text has been transcribed in the title proper without parallel romanization (e.g., as transcribed from the source or provided by 0F2.2), give a romanization of the title proper.

Title on added engraved t.p.: A new systeme of geography. Reduced to a plain & easy method for the ready finding out any empire, kingdom, principality, or goverment [sic] in [the] whole world

Spine title: États-Unis

Title in upper margin: Carte generale du Duché de Silesie divisée en ses XVII moindres principautés et domaines

Panel title: Manitoba-Pacific route to the new Northwest

Title on cover: Pocket map of Comstock Lode, 1875

Title on box: Clemens' silent teacher, dissected map of the United States

Title on portfolio flap: Atlas régional du Nord-Pas-de-Calais

**7B4.2.** If considered important, also include here partial or complete transcriptions of title information to show the actual wording of the source (e.g., when information has been omitted) and explanations of cataloger-supplied letters or words (e.g., when special marks of contraction have been used by the printer in continuance of the manuscript tradition).

Marks of contraction in title have been expanded

**7B5. Parallel titles and other title information**

Make a note on parallel titles and other title information appearing in the material that have not been transcribed in the title and statement of responsibility area (e.g., because they appear in a source other than the chief source of information or because they are very lengthy).

Title on added illustrated t.p.: Atlas novus ad usum serenissimi Burgundiae Ducis = Atlas françois à l'usage de Monseigneur le duc de Bourgogne

Subtitle: Describing the heavens and the earth, the distances, motions, and magnitudes of the celestial bodies, the various empires, kingdoms, states, and republics, and islands, throughout the known world, the whole elegantly engraved on

## AREA 7. NOTE

sixty two copper plates, with a general introduction to geography and cosmography in which the elements of these sciences are compendiously deduced from original principles and traced from their invention to the latest improvements

### **7B6. Statements of responsibility**

**7B6.1. Sources of statements of responsibility.** Note the source of a statement of responsibility when it is taken from elsewhere than the recto of the sheet (for cartographic materials printed or drawn on sheets) or the item itself (for globes and other three-dimensional cartographic resources).

If a statement of responsibility appears in a source other than the chief source of information, give the statement and its source in a note.

Dedication signed: John Thomson  
(*Comment:* An atlas; the name does not appear on the title page)

Signed on prelim. p. [4]: Iudocus Hondius  
(*Comment:* An atlas)

"Ch. Smith sculp."--Cover  
(*Comment:* An atlas)

**7B6.2. Transposed statements of responsibility.** For atlases, note the original position on the chief source of information of statements of responsibility that have been transposed to the title and statement of responsibility area. For other materials, make a transposition note if considered important.

On t.p., editor's name precedes title

### **7B6.3. Attributions**

**7B6.3.1.** If a statement of responsibility for a person or corporate body connected with the resource does not appear in the material, and an attribution is available, give the information in a note. Include the authority for the attribution whenever possible.

Map attributed to Georges-Louis Le Rouge; see Cumming  
(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Cumming, W.P. Southeast in early maps (3rd ed.))

The preface and chapters of geographical and historical description have been attributed to Daniel Defoe. See Moore

*(Comment: A separate note is used to provide a full citation for the reference to the published description in: Moore, J.R. Checklist of the writings of Daniel Defoe (2nd ed.))*

The maps are by Elizabeth Lilian Lancaster, called in the introduction a "young lady ... now in her fifteenth year." Often erroneously attributed to William Harvey, author of the introduction and the humorous verse below each map. See description in the British Library's main catalog, Explore the British Library

*(Comment: A separate note is used to provide a full citation for the reference to the published description in: Explore the British Library)*

"The woodcuts were no doubt cut by Christoph Schweitzer"--Skelton

*(Comment: A separate note is used to provide a full citation for the reference to the published description in: Skelton, R.A. County atlases of the British Isles, 1579-1850)*

Maps drawn, engraved, and revised by Edward Weller and John Bartholomew

**7B6.3.2.** If a statement of responsibility recorded in the title and statement of responsibility area or in a note is known to be fictitious or incorrect, make a note stating the true or most generally accepted attribution. Give the authority for the information whenever possible.

Le Sage was the pseudonym of Emmanuel-Auguste-Dieudonné, comte de Las Cases

*(Comment: The pseudonym "A. Le Sage" appears on the title page)*

Based on a 1762 map drawn by Nicholas Scull, surveyor-general of Pennsylvania, and published by Matthew Clarkson and Mary Biddle; falsely attributed to Benjamin Eastburn, the surveyor-general who preceded Scull. See Snyder

*(Comment: The statement of responsibility reads "from an actual survey by Benjamin Eastburn"; a separate note is used to provide a full citation for the reference to the published description in: Snyder, M.P. City of independence)*

**7B6.3.3.** False attributions appearing in the bibliographical literature or in library catalogs may also be noted, along with the authority for the false attribution and the authority for questioning it.

Attribution to the Genoese chartmaker Battista Agnese questioned as "doubtful" by Wagner

*(Comment: A separate note is used to provide a full citation for the reference to the published description in: Wagner, H.R. "Manuscript atlases of Battista Agnese." In Papers of the Bibliographical Society of America, v. 25 (1931): 1-110)*

**7B6.4. Other statements.** Record the names of persons or bodies connected with the resource, or with previous editions of it, if they have not already been named in the description; give the authority for the information, if necessary.

At head of title: Compliments of Minneapolis Harvester Works,  
Minneapolis, Minn.

Translator's dedication signed: Wye Saltonstall

Engraved by Antonio Francesco Lucini; see Burden  
(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Burden, P.D. Mapping of North America)

**7B6.5. Variant forms of names.** Note variant forms of names of persons or bodies named in statements of responsibility if the variant forms clarify the names used in main or added entry headings.

By Jean-Baptiste Louis Franquelin  
(*Comment:* Statement of responsibility reads: "par I.B.L.F. ydrographe du roy")

By Antoine-Simon Le Page du Pratz, the author of Histoire de la  
Louisiane  
(*Comment:* Statement of responsibility reads: "by the author of [the] history of that colony")

By James Playfair, principal of the United College at the  
University of St. Andrews from 1800-1819  
(*Comment:* Statement of responsibility reads: "by Principal Playfair, St. Andrews")

## **7B7. Edition and bibliographic history**

**7B7.1.** Note the source of any element of the edition area when it is taken from elsewhere than the recto of the sheet (for cartographic materials printed or drawn on sheets), the title page (for atlases) or the item itself (for globes and other three-dimensional cartographic resources). For atlases, note the original position of any element that is transposed to another position in transcription. For other materials, make a transposition note if considered important.

Edition statement from cover

Edition statement from added engraved t.p.

On the map, the edition statement appears between the place and date of publication in the imprint



**7B7.2.** Make other notes relating to the edition being described, or to the bibliographic history of the work, if considered important. In citing other works, and other manifestations of the same work, see 7A6. In citing bibliographies and catalogs, however, use the pattern for references to published descriptions shown in 7B15 whenever such a citation occurs in a formal "References" note.

Revision of the 1703 L'Isle map of Canada with "Etats Unis" added across New England

The 9th Latin edition was called the 5th edition by error. See List of geographical atlases in the Library of Congress  
(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: List of geographical atlases in the Library of Congress)

Later state of Seutter map with Seutter's name replaced by Lotter's

Previous ed.: Stockholm : Säljes hos Bokhandlar en Holmberg, 1780

Reprint. Originally published: Boston : Thomas & Andrews, 1795

A later state of the map first published in 1715 and later in 1745. This state has the additions of "King's roads" and an advertisement for Overton's large map of the British Isles, dated 1746

First published in Venice in 1528 under title "Libro di Benedetoo Bordone nel qual si ragiona de tutte l'isole del monde"

**7B7.3.** If a statement as to a limited number of copies of the edition appears, give this statement of limitation in a note, preferably in quoted form.

"Of this edition one hundred and twenty one copies have been numbered and signed by Dr. Julian Wolff, B.S.I. and Hugh Pentecost"--T.p. verso

"Auflage in 90 numerierten Stücken"--T.p. verso

**7B7.4.** If the statement of limitation is accompanied by statements of responsibility or other information relating to the production of the edition, include as much of the additional information in the note as is considered important.

"Reproduced from an original in the British Columbia Provincial Archives ... This edition limited to 500 copies"

## AREA 7. NOTE

**7B7.5.** If the statement of limitation includes the unique number of the copy being cataloged, give only the statement of limitation here. Give the copy number in a separate local note if considered important (see 7A4).

"This is number ... of a limited edition of 500 copies"

UC Berkeley Earth Sciences & Map Library has copy no. 107  
(*Comment:* Given in a local note)

**7B7.6.** If manuscript material has been, or is being, published, make a note giving the publication details.

Published in: The life of George Romney. London : T. Payne, 1809

**7B7.7.** If the material appears to have been physically separated from a larger work or appears to be identical with a component part of a larger work, make a note identifying the larger work following the guidelines in Appendix M.

From the author's L'isole piu famose del mondo, 1576

Appears in Jan Jansson's Atlantis maioris appendix (1630) and  
Hendrik Hondius's Atlantis maioris appendix (1631)

**7B7.8.** In a description for a map series or set as a whole, make a note to indicate any variation in the edition statements appearing on the individual parts.

Various editions of some sheets

Most sheets are "ed. 1"; some sheets are "ed. 2"

## **7B8. Mathematical details**

**7B8.1. Scale.** Make a note giving scale data additional to, or elaborating on, that given in the mathematical details area.

Bar scale given in "milliaria Italica"; scale estimated by  
measurement of degree of latitude

Scale approximated from horizontal bar scale given in miles

Bar scale on map given in "lieues d'amitié"  
(*Comment:* Map of an imaginary place)

Scale estimated by comparison to a similar map of known scale

Scale taken from Pastoureau  
(*Comment:* A separate note is used to provide a full citation for the reference to the published description in: Pastoureau, M. Atlas français, XVIe-XVIIe siècles)

Includes four bar scales; scale estimated by measurement of degree of latitude

"It is not drawn from any measurement or scale, but the buildings are placed nearly in their natural situation"

**7B8.2. Projection.** Make a note giving projection data additional to, or elaborating on, that given in the mathematical details area.

Projection supplied by cataloger

International spheroid

International ellipsoid

Record a variation of orientation (north situated other than at the top of the material) if the variation is significant (e.g., 45 degrees or more from the top of the material).

Oriented with north to the right

**7B8.3. Coordinates.** Make a note giving coordinates data additional to, or elaborating on, that given in the mathematical details area.

Centesimal French grad map grid

Note any non-Greenwich meridians designated as prime meridians in the material. In cases where a coordinate conversion has been made to express coverage in longitude measured from the Greenwich prime meridian, make a note to clarify that the coordinates are based on the Greenwich prime meridian.

Prime meridians: Washington and Greenwich

Prime meridians: Paris, Tenerife, and Cap Lezard

Prime meridian: Ferro; coordinates converted by cataloger to express longitude based on Greenwich prime meridian

If the coordinates specified in the material are distorted or inaccurate, and thus have not been recorded in the mathematical details area, make a note giving the westernmost and easternmost meridians and/or the northernmost and southernmost parallels as they appear. Also note any unusual intermediate coordinates appearing in the material if considered important.

Longitude coordinates given inaccurately on map as W 114°--W 136°

## AREA 7. NOTE

Make a note to indicate if coordinates do not appear in the material and have been approximated by consulting an authoritative reference source (such as a gazetteer, database, or online bounding box tool) or by comparing the material to another cartographic item with coordinates that cover the same area.

Coordinates not present; approximated by comparison with another map

Make a note on the magnitude of celestial charts.

Magnitudes given in 11 gradations, down to 8, 8-9, 9, and 9-10

### **7B9. Publication, distribution, production, etc.**

**7B9.1.** Make a note on details not included in the publication, distribution, production, etc., area if considered important.

"Entered according to act of Congress in the year 1884 by H.J. Stevenson in the office of the Librarian of Congress at Washington"

"Ostensibly published in 1850, though it could not have gone to the engravers, Sherman and Smith of New York, until early in 1851"--Wheat

*(Comment: A separate note is used to provide a full citation for the reference to the published description in: Wheat, C.I. Mapping the transmississippi West, 1540-1861)*

No more published

"Price 25cts. Colored in counties, or six copies for \$1.00. Mounted on linen with rollers, varnished, 2.50. Book form for army officers, with linen backs, cut for folding, 2.00"

**7B9.2.** If any element of the publication, distribution, production, etc., area has been taken from a source other than the recto of the sheet (for cartographic materials printed or drawn on sheets), the title page (for atlases), or the item itself (for globes and other three-dimensional cartographic resources), make a note specifying the source.

Publication date from Koeman

*(Comment: A separate note is used to provide a full citation for the reference to the published description in: Koeman, C. Atlantes Neerlandici)*

Imprint from colophon

Publisher statement from cover

Imprint from printed label affixed to lower right corner of sheet

Date of publication from t.p. of appendix

**7B9.3.** For atlases, if any element has been transposed in the description, note its original position in the source. For other materials, make transposition notes if considered important.

Place of publication appears at end of imprint

### **7B10. Signatures**

Make a note giving details of the signatures of an atlas, or any relevant accompanying material (e.g., a pamphlet), if considered important. For instructions, see Appendix S.

### **7B11. Physical description**

**7B11.1.** Make a note on important physical details that are not already included in the physical description area if considered important.

Blueline print

Paper has watermark "J Ruse 1804"

The first and last leaves are blank

Title page printed in red; text and maps printed in red and black

Sun print

Volumes numbered: 1, 2A, 2B, 2C, 3

**7B11.2.** For incunabula, note color printing and record the number of columns (if more than one), the number of lines, and type measurements if no account is found in a bibliographical source and the printer is unidentified or has been identified from this information. Do the same for other printed atlases if considered important.

Printed in 2 columns; 53 lines

For ancient, medieval, and Renaissance manuscript atlases, record the number of columns (if more than one) and the average number of lines to the page. Do the same for other manuscript atlases if considered important.

In 2 columns; 45-47 lines

AREA 7. NOTE

**7B11.3.** Make a note giving details of any illustrations, decorative elements, illumination, rubrication, or coloring if considered important.

Includes decorative cartouche and compass rose

With portraits of John C. Frémont and William L. Dayton, the 1856 presidential and vice presidential candidates of the Republican Party

Includes 12 illustrations of cherubim representing the 12 classical wind directions

County borders are hand-colored

Illustration on title page depicts "First landing of Columbus in the New World" and is signed "Barralet del." and "Humphreys sc."

Engraved frontispiece portrait of Elizabeth I dated 1579

Map surrounded by an ornamental border of state seals, with two columns of brief statistical text relative to each state

**7B11.4.** Make a note giving details of any containers, frames, or stands if considered important.

In a wooden case bearing, on its inner faces, representations of the celestial hemispheres

Celestial globe in mahogany stand with original brass meridian circles and hour rings

Includes swing meridian

Globe constructed over a wooden frame, covered with papier-mâché and coated with plaster to provide smooth finish to paper gore. Paper gore hand-colored. Mounted in a three-legged mahogany stand with magnetic compass. Four wooden arms support a wooden horizontal ring showing months of the year and signs of the zodiac

Yale copy: Modern base in clear plastic  
(*Comment:* Given in a local note)

**7B11.5.** Make a note giving details of any dissection and/or mounting if considered important.

Dissected into 36 sections, mounted on linen, and edged with cloth. Folds into brown cloth-covered boards with ties

Bancroft Library copy: Mounted on kraft paper, with 2 maps mounted on verso: Arnold, T.J. Map of part of plot 6, Kellersbergers survey of Vicente & Domingo Peralta Rancho. S.F. [i.e. San Francisco] : Britton, Rey & Co., lith., [1876] -- Map of the Fifty Associates Tract. [Oakland, Calif.?] : [s.n.], [187-?]

*(Comment: Given in a local note)*

### **7B11.6. Make a note giving details of any binding if considered important.**

LC copy bound in 4 v.

*(Comment: Given in a local note)*

Library of Virginia copy: Map 5 incorrectly bound between map 3 and map 4

*(Comment: Given in a local note)*

Red embossed cloth publisher's binding; title stamped in gilt on front cover

Less detailed descriptions might include the color and nature of the covering material, a summary of any decoration present (e.g., "gold-tooled," "blind-tooled"), and (if these can be determined) an approximate date and the name of the binder.

British Library copy: late 17th-century binding in red goatskin, gold-tooled

*(Comment: Given in a local note)*

More detailed descriptions of a binding might include such additional features as: nature of the boards (e.g., wood, paper); details of decoration; country or city of production; nature and decoration of spine; presence or former presence of ties, clasps, or other furniture; flaps; description of headbands, page-edge and end-paper decoration; references to published descriptions or reproductions of the binding (or related bindings), etc.

British Library copy: late 17th-century English binding; red goatskin, gold-tooled, over paper boards; gold-tooled spine with five raised bands; gilt edges; gold roll on edges of boards; marbled endpapers

*(Comment: Given in a local note)*

### **7B12. Accompanying material**

Make a note on any accompanying material not recorded in the physical description area. Give the location of accompanying material if appropriate.

## AREA 7. NOTE

Accompanied by: Index to cities and towns, populations, and mileage by automobile highway from Columbus Circle (B'way and 59th St.) New York City (1 sheet ; 42 x 67 cm)

### 7B13. Series

**7B13.1.** If any element of the series area has been taken from elsewhere than the recto of the sheet (for cartographic materials printed or drawn on sheets), the series title page (for atlases), or the item itself (for globes and other three-dimensional cartographic resources), make a note specifying the source.

Series statement from dust jacket

**7B13.2.** For atlases, if any element has been transposed in the description, note its original position in the source. For other materials, make transposition notes if considered important.

Series numbering precedes series title

**7B13.3.** Note any series information not transcribed in the series area if considered important.

"First in a series which will eventually cover the whole country"

**7B13.4.** Make a note giving information about a series in which the material has been issued previously if considered important.

Issued also in series: Mis. doc. (United States. Congress. House)  
; 52nd Congress, 1st session, no. 261

### 7B14. Dedications

Make a note on grammatically separable dedications appearing in the chief source of information that have been omitted from the transcription. Make a note on dedications appearing elsewhere in the material if considered important. When making dedication notes, transcribe dedications found on the chief source of information in the form in which they appear. Parts of lengthy dedications that do not contain essential information may be omitted using the mark of omission. Dedications appearing elsewhere in the material may be summarized rather than transcribed.

"To Mr. Micajah Perry of London, merchant, this map of Virginia &ca. is humbly dedicated and presented"



Dedication in separate cartouche at bottom right corner of sheet reads: "To His Grace, Charles, Duke of Grafton ... this map is humbly dedicated ..."

Dedication to Charlotte Augusta, Princess of Wales, on added engraved dedication leaf

Dedication "to His Most Sacred Majesty George II, King of Great Britain, France, and Ireland ..." by Margaret Flamsteed and James Hodgson on p. [3] (first count)

## **7B15. References to published descriptions**

**7B15.1.** Give references to published descriptions in bibliographies or other authoritative reference sources if these have been used to supply elements of the description. Use the form and punctuation conventions recommended by Standard Citation Forms for Rare Materials Cataloging. Begin the note with the word "References" and a colon.

References: Wheat, C.I. Mapping the transmississippi West, 1540-1861, entry 727  
(*Comment:* Made in conjunction with a general note reading: "Date of publication from Wheat")

**7B15.2.** Make other references to published descriptions if considered important. Such references are especially useful whenever the cited source would serve to distinguish an edition (or variant) from similar editions (or variants), substantiate information provided by the cataloger, or provide a more detailed description of the material being cataloged.

References: Koeman, C. Atlantes Neerlandici, entry Ort 1B

References: Hyde, R. Printed maps of Victorian London, 1851-1900, entry 97(2)

References: Perry, T.M. Guide to maps of Australia in books published 1780-1830, entry 1814.07

References: List of geographical atlases in the Library of Congress, entry 1223

References: Wheat, C.I. Maps of the California gold region, 1848-1857, entry 171

References: Wagner, H.R. Plains & the Rockies (4th ed.), entry 164a

## AREA 7. NOTE

**7B15.3.** A general note may be made if a description of the material being cataloged does not appear in a specific bibliographical reference source. Make such a note only if the material fits the scope for that source and the source purports to be comprehensive for its scope. Preface the general note with the words "Not in" and a colon.

Not in: Wagner, H.R. Cartography of the northwest coast of America to the year 1800. Cf. entry 35

### **7B16. Summary**

Give a brief summary of the content of the material if considered important.

### **7B17. Contents**

**7B17.1. General rule.** List the contents of the material, either selectively or fully, if it is considered necessary to show the presence of material not implied by the rest of the description, to stress components of particular importance, to provide the contents of a multipart monograph, or to provide additional titles in material without a collective title. Note the presence of errata leaves and errata slips (see 5B5). Note the presence of errata listed in other sources in the material if considered important.

Includes table of distances in lower left corner

Includes bibliographical references (p. 43-58)

Includes bibliographical references

Includes index

"Appendix to the eighteenth edition of Paterson's roads": 44 p.  
at end

Errata on last leaf

With an errata slip

Includes advertisements for "Lloyd's great military map of the fifteen southern states" and "\$100,000 topographical map of the state of Virginia"

**7B17.2. Cartographic materials other than atlases.** Include information relating to insets, ancillary maps, supplementary maps, maps on the verso of a sheet, illustrations, etc., if considered important. Note insets, etc., appearing on the recto of a sheet before those on the verso of a sheet. Record the mathematical

details of insets, etc., if considered important. If the insets, etc., are numerous and/or minor, make a note in general terms.

Inset maps: Mazatlan / by Captn. Beechey, 1827 -- Sketch of the mouth of Chamatla River, 1827 / by E. Belcher -- San Blas / by Captn. Beechey

Inset maps: Oustié rekié Astaré = Embouchure de la riviere d'Astara -- Oustié rekié Seb दौरि = Embouchure de la riviere de Seb दौरि -- Oustié rekié Krudosel = Embouchure de la riviere de Krudosel -- Zalif Sinsilenskoi = Golfe de Sinsilen -- Zalif Astrabatskié = Golfe d'Astrabat

Includes inset illustration of cod fishing and processing in Newfoundland

Inset map: Aleutian Islands. Scale ca. 1:8,000,000

With 6 inset maps and 8 inset views

**7B17.3. Atlases.** Transcribe a formal statement of contents from the title page of an atlas if it is presented there formally and has not been transcribed as part of the title and statement of responsibility area. Follow the word "Contents" with a colon and the parenthetical phrase "(from t.p.)."

Contents: (from t.p.) 1. North-America -- 2. South-America -- 3. United States -- 4. New-Hampshire -- 5. Province of Maine -- 6. Massachusetts -- 7. Vermont -- 8. Rhode-Island -- 9. Connecticut -- 10. New-York -- 11. New-Jersey -- 12. Pennsylvania -- 13. Delaware and Maryland -- 14. Virginia -- 15. Kentucky, with the adjoining territories -- 16. North-Carolina -- 17. South-Carolina -- 18. Georgia -- 19. Tennessee -- 20. West-Indies

Contents: (from t.p.) 1. Elementary -- 2. World globular -- 3. Mercator's -- 4. America -- 5. Europe -- 6. Africa -- 7. Asia -- 8. United States

If any of the titles in the formal statement of contents differ from the titles found on the individual maps, make a general note transcribing the variant title(s) or provide a comprehensive listing of the individual map titles in a second formal contents note if considered important. If using the latter method, follow the word "Contents" with a colon and the parenthetical phrase "(from individual maps)."

The actual title on the thirteenth map in the atlas is: Delaware & Mary-land

Contents: (from individual maps) [no. I] Elementary map -- no. II. Map of the world, from the latest discoveries -- [no. III] The world on Mercator's projection, with all the latest

## AREA 7. NOTE

discoveries -- no. IV. America -- no. V. Europe -- no. VI.  
Africa -- no. VII. Asia, &c. -- no. VIII. United States

If a formal statement of contents is not present on the title page, take contents from the titles of the individual maps, or, if this is not feasible, from any contents list, etc., that is present. For material in two or more physical parts, transcribe any volume or part designations as found. Follow the word "Contents" with a colon and a parenthetical phrase indicating the source from which the contents have been taken.

**7B17.4.** If a complete listing of contents cannot be assembled by one of the above means, the cataloger may devise a contents note from any appropriate source or combination of sources.

### **7B18. Numbers**

Make a note giving any numbers associated with the material not transcribed in another area if considered important.

"Form M-111"

"Plate no. 27"

### **7B19. "With" notes**

**7B19.1.** For material lacking a collective title, if a separate description is being made for each separately titled work, other than supplementary matter, contained in the material (see 1G1.3 and 1G2), make a note beginning "With" followed by a colon in each of the descriptions. List all the other works on the record for the first work and, in general, only the first on the records for the subsequent works. In the case of bound volumes, generally prefer to make separate descriptions linked by "With" notes only if the separately titled works are separately paginated or foliated and have separate signatures.

**7B19.2.** For each work listed, give only the elements listed below:

- a) the heading; normally give this element first, usually in catalog-entry form (e.g., with inversion of personal names under surname, but not necessarily including personal birth/death dates, corporate qualifiers, etc.)
- b) the title proper as found in the record for the work; long titles may be shortened (whenever the uniform title is considered useful for the

identification of the work, record it within square brackets preceding the title proper)

- c) the primary statement of responsibility as found in the title and statement of responsibility area of the record for the work, unless it is redundant of the heading or exceedingly lengthy
- d) the publication, distribution, production, etc., area as found in the record for the work, abridged as necessary, without using the mark of omission

With (on recto): Bethea, P.Y. Map of Marion County, South Carolina / original survey made by Harllee about 1815 ; enlarged and improved May 1882 by P.Y. Bethea. [South Carolina?] : [P.Y. Bethea], [1882]

*(Comment: The note is added to the description of the map on the verso of the sheet)*

**7B19.3.** If the material was mounted or bound together subsequent to publication, rather than issued together by the publisher, distributor, etc., make a local note if considered important. Preface the note with the words "Mounted with" or "Bound with" followed by a colon.

Yale Library copy bound with: Kiepert, H. Supplementheft zum Atlas von Hellas und den hellenischen Colonien. Berlin : Verlag der Nicolaischen Buchhandlung, 1851

*(Comment: Given in a local note)*

**7B19.4.** If it is considered that the items mounted or bound together subsequent to publication are too numerous to be listed exhaustively, make an informal note such as the following:

Lehigh University Special Collections copy: No. 4 of 20 maps bound together in a composite atlas with binder's title: American atlas

*(Comment: Given in a local note)*

## **7B20. Provenance**

**7B20.1.** Make a note to describe details of an item's provenance if considered important. In less detailed descriptions, it is advisable to summarize provenance information, without providing exact transcriptions or descriptions of the evidence. Include the names of former owners or other individuals of interest and approximate dates, whenever possible.

Newberry Library copy: Manuscript annotations, dated 1860, show course of a journey from England to Manitoba and back

## AREA 7. NOTE

*(Comment: Given in a local note)*

Beinecke Library copy with inscription of Cyrus Woodman dated 1871

*(Comment: Given in a local note)*

Presented by Benjamin Franklin, with an endorsement in his hand

*(Comment: A manuscript map, thus a general note rather than a local note)*

**7B20.2.** More detailed descriptions of provenance might include such additional features as: exact transcriptions of autographs, inscriptions, bookplates, stamps, shelfmarks, etc.; location of each in the item; approximate dates when known; descriptions of bookplates using standardized terminology; descriptions of anonymous heraldic bookplates according to heraldic blazon; references to published descriptions of the collections of former owners of the item, particularly if the item is cited in the source, etc.

Newberry Library copy: Manuscript annotations in pen and ink show course of a journey from England to Norway House, Manitoba, and back (with a side trip to a Northwest Fur Company post in Minnesota, possibly at Lake Pokegama). The outward voyage is labeled "To New York, course of Great Eastern on her 1st voyage June 1860" and continues via the Erie Canal and the Great Lakes. The return voyage, via the St. Lawrence River, is labeled "Homeward bound in Bohemian for Liverpool"

*(Comment: Given in a local note)*

Beinecke Library copy with inscription "Yale College, from Cyrus Woodman, Cambridge, Mass., September 26, 1871" on verso

*(Comment: Given in a local note)*

Presented by Benjamin Franklin, with an endorsement in his hand on verso: "Mr. Bartram's map, very curious"

*(Comment: A manuscript map, thus a general note rather than a local note)*

**7B20.3.** Make a note identifying the donor or other source from which the material was acquired if considered important, unless this information is considered confidential.

Folger copy: Purchased; N. Israel; 29 Sept. 1955

*(Comment: Given in a local note)*

## 8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

8A. Preliminary rule

8B. Standard number

8C. Terms of availability

8D. Qualification

### 8A. Preliminary rule

#### 8A1. Prescribed punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede this area by a period-space-dash-space *or* start a new paragraph.

Precede each repetition of this area by a period-space-dash-space.

Precede terms of availability by a colon.

Enclose a qualification to the standard number or terms of availability in parentheses.

#### 8A2. Sources of information

Take information included in this area from any source. Do not enclose any information in square brackets.

### 8B. Standard number

**8B1.** Give the International Standard Book Number (ISBN), or International Standard Serial Number (ISSN), or any other internationally agreed standard number for the material being described. Give such numbers with the agreed abbreviation and with the standard spacing or hyphenation.

ISBN 1-585460-22-2

ISBN 978-0-205-43917-1

ISSN 0361-6509

## AREA 8. STANDARD NUMBER AND TERMS OF AVAILABILITY

**8B2.** *Optionally*, give more than one number, followed by a brief qualification as necessary. Give a number for a complete set before the number(s) for the part(s). Give numbers for parts in the order of the parts. Give a number for accompanying material last.

ISBN 83-62622-07-5 (set). -- ISBN 83-62622-08-3 (v. 1). -- ISBN  
83-62622-09-1 (v. 2)

ISBN 970-58-0473-7. -- ISBN 978-970-58-0473-1  
(*Comment*: A 10-digit ISBN and a 13-digit ISBN for the same atlas)

### 8B3. Fingerprints

If considered important, record the fingerprint derived according to a published standard in area 8 or in a note.<sup>25</sup>

160602 - a1 \* ps : a2 \*2 ditas;\$fi - b1 A e : b2 D2 m\$g - 1c1 \*1  
1c : 1c2 2 an - \*2c1=2c2 C a

(*Comment*: Fingerprint for an atlas, constructed according to the rules for The Short-Title Catalogue, Netherlands)

### 8C. Key-title

Give the key-title, if it is found in the serial or is otherwise readily available, after the International Standard Serial Number (ISSN). Give the key-title even if it is identical to the title proper. If no ISSN is given, do not record the key-title.

ISSN 1046-6541 = Rand McNally sales & marketing city/county  
planning atlas

### 8D. Terms of availability

*Optionally*, if the publication bears a price or other terms of availability, record the information in this area or give it in a note (see 7B9).

ISBN 0-943201-47-0 : \$3.25

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<sup>25</sup> For further information on this method of identification and recommended forms of recording it, see *Fingerprints = Empreintes = Impronte*, supplemented by *Nouvelles des empreintes = Fingerprint Newsletter*, or Vriesema, P.C.A. "The STCN Fingerprint."



ISBN 978-0-06-146450-8 : \$285.00

### **8E. Qualification**

*Optionally*, add qualifications (including the type of binding) to the standard number and/or terms of availability. Additionally, if volumes in a set have different ISBNs, follow each ISBN with the designation of the volume to which it applies.

ISBN 0-520-05410-5 (alk. paper)

ISBN 978-0-415-46037-8 (hbk.). -- ISBN 978-0-415-46038-5 (pbk.)

ISBN 968-7193-12-3 (v. 1). -- ISBN 968-7193-13-1 (v. 2)



## APPENDIX A. MARC 21 DESCRIPTIVE CONVENTIONS CODE

### A1. Introduction

In MARC 21 bibliographic records, a code may be used in field 040, subfield \$e, to indicate when specific cataloging conventions have been followed *in addition to* the conventions identified in the descriptive cataloging form (Leader/18). This appendix offers guidance in using “dcrmc,” the code designating DCRM(C), in 040 subfield \$e.

### A2. Full-level DCRM(C)

Apply the code “dcrmc” to records for resources cataloged at full level (i.e., the normative application of these rules). The fact that such records follow the full-level provisions of DCRM(C) is indicated by the blank value assigned in the encoding level (Leader/17) and the code “dcrmc” in 040 subfield \$e.

### A3. Collection-level DCRM(C)

Do not apply the code “dcrmc” to records for resources cataloged according to the collection-level guidelines found in Appendix B. The fact that such records contain collection-level descriptions is indicated by the value **c** assigned in the bibliographic level (Leader/07). The guidelines in Appendix B suggest factors to consider in constructing collection-level records for rare materials and provide examples useful in a special collections context.

### A4. Minimal-level DCRM(C)

Apply the code “dcrmc” to records for resources cataloged according to the minimal-level guidelines found in Appendix D. The fact that such records follow the minimal-level provisions of DCRM(C) is indicated by the value **7** assigned in the encoding level (Leader/17) and the code “dcrmc” in 040 subfield \$e.

### A5. Microforms and digital reproductions of cartographic materials

Apply the code “dcrmc” to records for microforms and digital reproductions of cartographic materials if the descriptive portion of the record conforms to DCRM(C) (full or minimal level). If, however, DCRM(C) (full or minimal level) is

not used in all aspects (e.g., if the size of the map is not recorded in the physical description area), do not use the code “dcrmc.”

### **A6. Non-cartographic formats**

Do not apply the code “dcrmc” to records for non-cartographic materials such as books, music, and graphics, even though they may have been cataloged according to an adapted, “DCRM(C)-like” standard. Do, however, apply the code “dcrmc” to individual and special issues of cartographic serials cataloged separately as monographs according to the provisions of Appendix H.

### **A7. “Special collections cataloging”**

In this context “special collections cataloging” means fuller use of notes, access points, and other elements that are not specifically called for in AACR2 or its predecessors, but that follow the spirit of DCRM(C) without following its rules completely. Such cataloging is frequently done for 19th-century and later materials housed in special collections. Do not apply the code “dcrmc” to records for “special collections cataloging” unless the cataloging follows the descriptive requirements of DCRM(C) completely (full or minimal level).

### **A8. Earlier codes**

If an existing record contains an earlier code in 040 subfield \$e, such as “dcrb” (*Descriptive Cataloging of Rare Books*) or “bdrb” (*Bibliographic Description of Rare Books*), and the description is being updated to DCRM(C) standards, delete the earlier code and add the “dcrmc” code. These earlier codes are most likely to be encountered in records for atlases that were cataloged as books rather than as cartographic materials.

## APPENDIX B. COLLECTION-LEVEL RECORDS

### B1. Introduction

**B1.1.** This appendix offers guidance in the creation of bibliographic records for collections of cartographic materials that were not issued as such but will receive collection-level treatment based on administrative or curatorial decisions.

Several rationales can be cited to justify a decision to use collection-level cataloging:

- It can be a means of highlighting the shared characteristics of a collection of materials by providing a summary-level description, thereby “adding value” to any other forms of intellectual access, such as item-level records, and revealing collection strengths that may not otherwise be obvious.
- It can be a means of providing temporary control of unprocessed collections.
- It can be a cost-effective means of providing bibliographic control for low-priority items. Although this might seem to promise a solution to the problem of an institution’s limited means, it should be understood that adequately arranging and processing collections prior to cataloging also takes time. Since there are significant costs associated with under-cataloged materials, this rationale should be used with careful consideration.

**B1.2.** A collection-level record may serve as the sole method of access for the collection, with contents information provided in notes. Some or all of the collection may also be represented by item-level bibliographic records, which may be created at any level of fullness using cataloging rules such as AACR2, RDA, or components of DCRM. Item-level access may also be provided for some or all of the collection through inventories, finding aids, or databases (referred to hereafter as “finding aids”), which may be linked to collection-level records. Providing some form of item-level access to resources represented by a collection-level record offers significant benefits for users and reduces the risk of redundant acquisition of those resources. Decisions about the appropriate type and level of description should be made based on institutional goals, priorities, and resources, as well as the attributes of the collections themselves.

**B1.3.** The following guidelines are based on those issued by the Library of Congress for collection-level cataloging published in *Cataloging Service Bulletin*, no. 78 (Fall 1997). Examples have been added, drawn from the types of

collections likely to be found in rare map and special collections libraries. Catalogers creating collection-level records will also need to consult the appropriate cataloging rules, *MARC 21 Format for Bibliographic Data*, and their local system documentation in order to create useful, descriptive, and complete records using the various fields available to describe collections, as well as to create additional access points. Catalogers wishing to contribute collection-level records as part of the Program for Cooperative Cataloging will need to consult the relevant instructions in the *PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile*.

**B1.4.** These guidelines are *not* intended for description of traditional archival or manuscript collections. Rules for cataloging such collections are addressed in specialized sets of rules such as *Describing Archives: A Content Standard*. However, many of the activities associated with arranging and describing traditional archival or manuscript collections also pertain to collections of printed materials and inform these guidelines.

## **B2. Selection of materials**

**B2.1.** Collections normally fall into one of three categories:

- groups of items that come to a library already well organized by a previous owner
- groups of items that come from a single source, but with minimal or no previous organization
- groups of items that are assembled into collections by the library for the purpose of processing and storage, and are therefore termed “intentionally assembled collections” (previously called “artificial collections”)

**B2.2.** All three types of collections tend to be organized around one or more unifying factors, which may include:

- personal author or other creator (e.g., cartographer, surveyor, etc.)
- issuing body
- genre/form
- subject
- language or nationality
- provenance

- › time period

**B2.3.** Types of materials appropriate to consider for collection-level treatment include:

- › groups of materials that share one or more of the above factors, and for which access can adequately be provided with a single classification number and/or a collective set of access points
- › groups of cartographic ephemera, or groups of ephemera in various formats including cartographic, that are judged not to merit item-level cataloging, but that collectively are of research value

### **B3. Arrangement and description**

**B3.1.** Arrangement and description are terms used to describe various types of processing activities that bring order and control to collections of materials. They commonly involve the physical handling, sorting, and listing of materials, as well as preservation and housing activities. Additional guidance in these matters may be found in Kathleen Roe's *Arranging & Describing Archives & Manuscripts*.

**B3.2. Arrangement.** Arrangement is the process of sorting individual items into meaningful groups and placing those groups into useful relationships with each other. Materials can be arranged in many logical ways, and the design of the arrangement should be determined by examining the material to consider the types of access most likely to serve the needs of researchers and other potential users. Different collections will require differing levels and methods of arrangement. For these reasons, decisions about arrangement must be made individually for each collection.

**B3.2.1. Organized prior to acquisition.** For collections that come to the library already well organized, every effort should be made to maintain this order. Maintaining the original order of a collection can reveal significant information about the previous owner's use of the materials and is, for this reason, a basic tenet of archival practice.

**B3.2.2. Organized by the library.** Collections that come to the library lacking any recognizable order must be examined, sorted, and arranged in some fashion prior to cataloging. Collections consisting of many items are normally divided into hierarchical subgroupings. Customary types of arrangement include:

- › by source or provenance
- › by genre/form
- › by content or topic
- › in chronological order
- › in alphabetical order (by author, title, etc.)

**B3.2.3. Acquired individually.** Materials originally acquired as individual items (whether simultaneously or over time) may be grouped in intentionally assembled collections, as noted above. Appropriate library staff, which may include curators and catalogers, must determine which materials will be so combined, how they will be arranged, and at what level of fullness they will be described (e.g., whether the material will receive contents notes and/or author-title analytics, whether it will be classified and filed with cartographic or other collections or boxed and treated archivally, etc.).

**B3.3 Description.** Description is the process of recording the information that was gathered during the sorting and arranging stages. For large collections, finding aids typically are compiled to provide a greater level of detail. Finding aids vary widely in format, style, and complexity. They generally consist of two parts. The first is a narrative introduction that includes: biographical sketches or historical contextual information; a content summary highlighting strengths, gaps, weaknesses, and characterizing the collection's extent and depth; and information concerning the collection's administration and use, such as restrictions on access. The second part is a listing of the items or groups of items that comprise the collection. For collections arranged hierarchically, the listings may stop at a collective subgroup level or may extend down to the file or item level.

#### **B4. Elements of the bibliographic record**

The rules that guide bibliographic description for collection-level cataloging are the latest editions of AACR2 and CM, supplemented by use of appropriate national rule interpretations. The rules that guide the added entry portions of collection-level cataloging are the latest edition of RDA, supplemented by use of appropriate national policy statements. Use the rules in conjunction with these guidelines, which are arranged by MARC 21 field. Fields for which no specific collection-level instructions are required are not included here but may be used as appropriate.



**Leader**

**06: Type of record.** If the collection contains only non-manuscript cartographic material (e.g., printed maps, printed atlases, printed globes, etc.), code as Cartographic Material, type **e**. If the collection contains only manuscript cartographic material (e.g., manuscript maps, manuscript atlases, manuscript globes, etc.), code as Manuscript Cartographic Material, type **f**. If the collection includes a mix of material types, code as Mixed Materials, type **p**.

**07: Bibliographic level.** Use the value **c** (collection-level) or **d** (subunit) as appropriate.

**Control field: 008**

**06: Type of date.** Coding choices are: **i** (inclusive dates of collection) or **k** (range of years of bulk of collection).

**07-10: Date 1.** Give the only date, earliest date, or earliest bulk date, from the 260 field.

**11-14: Date 2.** Give the only date, latest date, or latest bulk date from the 260 field.

**15: Country of publication.** If all the items were published in a single country (or state, province, etc.), enter the code for that country. If the items were published in more than one country, enter the code **vp\_**. If the items are manuscript or mixed materials, enter the code that corresponds to the geographic location of the library that holds the collection.

**034 field: Coded cartographic mathematical data**

If all of the items in the collection have the same scale, projection, or coordinates, express the mathematical data in coded form according to the provisions of *MARC 21 Format for Bibliographic Data*.

034 0 \$a a \$d W1800000 \$e E1800000 \$f N0900000 \$g S0900000  
(Comment: A collection of world maps having different scales and projections)

034 1 \$a a \$b 250000  
(Comment: A collection of maps with the same scale)

*Optionally*, if not all the items in the collection have the same coordinates, record the coordinates that express the overall geographic coverage of the collection as a whole.

#### 045 field: Date of situation

Record the date (or dates) of situation for the items in the collection in coded form, according to the provisions of *MARC 21 Format for Bibliographic Data*, if considered important (see Appendix L).

```
045 2 $b d1846 $b d1848
      (Comment: A collection of maps depicting events relating to the Mexican-
      American War)
```

#### 1XX field: Main entry

The main entry heading is determined by application of the appropriate cataloging rules. Title main entry is appropriate for many collections. A 1XX name main entry is appropriate when all materials have the same personal author(s) or other creator(s) or emanate from a single corporate body.

```
100 1 $a Mitchell, S. Augustus $q (Samuel Augustus), $d 1792-
      1868.
110 1 $a Australia. $b Division of National Mapping.
110 2 $a H.M. Gousha Company.
```

When a collection is known by the name of its collector, enter the record under the heading for that person or body. *Optionally*, follow the heading by the relationship designator “collector” in subfield \$e or the relator code “col” in subfield \$4.<sup>26</sup>

```
100 1 $a Prince, Willard B., $d 1888-1949, $e collector.
245 10 $a [Willard B. Prince collection of World War I maps and
      other related graphic materials].
```

---

<sup>26</sup> For more information, see the guidelines on relationship designators in RBMS Controlled Vocabularies.

**240 field: Uniform title**

Supply a uniform title for the collection if appropriate.

```
110 1   $a Ortelius, Abraham, $d 1527-1598.
240 10  $a Theatrum orbis terrarum
      (Comment: The collection consists entirely of maps from different editions and
      printings of this work)
```

**245 field: Title statement**

Construct a title for the collection and enclose it in square brackets. Devised titles should generally be in the language and script of the cataloging agency and should be both descriptive and distinctive, thereby highlighting the factor(s) that characterize the collection as a whole. Strive for consistency in title construction across collections. Types of data appropriate for inclusion in collective titles include:

- › name of collection (for previously-named collections)
- › name of creator, creating body, collector, or source (provenance)
- › languages
- › geographic locations
- › genre/form of material
- › principal subjects—persons, events, topics, activities, objects, and dates of subject coverage

```
100 1   $a Ortelius, Abraham, $d 1527-1598.
240 10  $a Theatrum orbis terrarum
245 10  $a [Collection of maps from various editions and
      printings of Abraham Ortelius's Theatrum orbis
      terrarum].

245 10  $a [Association of American Railroads collection of
      maps].

245 00  $a [Collection of mining maps of Esmeralda County,
      Nevada].

245 10  $a [Mary J. Webb collection of tracings of early maps of
      Texas and related areas : $b copied from printed and
      manuscript maps].
```

**246 field: Variant form of title**

Record variant titles by which a collection may be known if they differ substantially from the 245 title statement and provide a useful access point. If most or all of the items in the collection have the same title information and it is considered important, make an added entry for the title.

```
245 10 $a [Willard B. Prince collection of World War I maps and
      other related graphic materials].
246 3  $a Prince collection of World War I maps and other
      related graphic materials
```

**255 field: Cartographic mathematical details**

If all of the items in the collection have the same scale, projection, or coordinates, provide the mathematical details. If the items are of more than one scale, give the statement "Scales differ." Do not include details about projections that differ. *Optionally*, if not all the items in the collection have the same coordinates, record the coordinates that express the overall geographic coverage of the collection as a whole. If considered important, more information about the scale(s), projection(s), or coordinates of the materials may be given in a note.

```
255      $a Scales differ.
255      $a Scales differ ; $b Mercator proj. $c (W 180°--E
      180°/N 90°--S 90°).
      (Comment: A collection of world maps having the same projection but different
      scales)
```

**260 field: Publication, distribution, production, etc. (Imprint)**

All elements of the imprint may be included in collection-level records if appropriate. Bracket all elements that are used. In most cases, only the date element (subfield \$c) is appropriate. Use 260 subfields \$a, \$b, \$e, and \$f only if the same place and/or the same publisher, printer, or mapseller apply to all items in the collection. Use a single date or inclusive dates in the subfield \$c, as appropriate.

```
$260      $c [1655-1687]
260      $c [ca. 1500-ca. 1600]
260      $a [New York] : $b [Asher & Adams], $c [187-]
260      $a [Philadelphia], $c [1850-1890]
```

*Optionally*, indicate dates or date spans most heavily represented as a bulk date.

260        \$c [1780-1860, bulk 1795-1840]

### 300 field: Physical description

**Extent.** Give the extent of the collection by counting or estimating the number of items it contains. *Optionally*, provide a separate physical description for each format.

300        \$a 17 globes

300        \$a 25 items

300        \$a ca. 350 pieces

300        \$a ca. 450 maps

300        \$a 68 maps

300        \$a 20 models

300        \$a 13 globes

(*Comment:* One bibliographic record containing separate physical descriptions for each of the formats in the collection)

**Other physical details.** Provide other details of particular significance.

300        \$a ... : \$b some col.

**Dimensions.** *Optionally*, provide details of the size of the items and/or their containers. A range of sizes may be used if the items or containers are not of uniform size.

300        \$a ... ; \$c 28 cm.

300        \$a ... ; \$c 23-30 cm.

300        \$a ... ; \$c 60 x 90 cm or smaller.

300        \$a 20 maps ; \$c in box 12 x 26 x 35 cm.

### 351 field: Organization and arrangement

Describe the way in which materials have been subdivided into smaller units or the order in which particular units have been arranged.

351        \$a Organized in seven series: I. Correspondence to Rochambeau, 1780-1794. II. Conference papers and other documents, 1781-1782. III. Mémoires militaires, historiques et politiques. IV. Map collection of the

## APPENDIX B. COLLECTION-LEVEL RECORDS

Marquis de Rochambeau, 1669-1743. V. Map collection of the Comte de Rochambeau, 1695-1792. VI. Map collection of the Vicomte de Rochambeau, 1702-1823. VII. Other Rochambeau maps, 1755.

351        \$a Items are arranged chronologically.

351        \$a Maps arranged by county or independent city.

### **490 field: Series statement**

Do not use. If series titles of items in the collection are significant, trace them in the appropriate 7XX field. A note supporting the tracing may also be provided.

500        \$a Most of the maps in the collection are from the Miscellaneous investigations series of the U.S. Geological Survey.

730 0     \$a Miscellaneous investigations series (Geological Survey (U.S.))

### **5XX fields: Notes**

Inclusion of a variety of notes will help provide collective context to the materials being described. It is particularly important to describe the contents of the collection in a 505 contents note and/or a 520 summary note, as described below. The order of notes presented below is recommended based on archival collection-level cataloging practice.

#### **500 field: General note**

Always include as the first note the statement "Collection title devised by cataloger."

#### **506 field: Restrictions on access**

When access to a collection or a portion thereof is restricted, explain the nature and extent of the restrictions.

506        \$a Restricted: Original materials are extremely fragile;  
            \$c Researchers must use microfilm.

506        \$3 All materials except pamphlets are restricted until  
            Jan. 1, 2050.

506        \$a Original materials served by appointment only.

**545 field: Biographical or historical note**

Provide biographical or historical information about the individual or organization referenced in the 1XX or 245 field.

545 0 \$a Edward Luther Stevenson was born in Rozetta, Ill., in 1858. He received A.B. and A.M. degrees from Franklin College (1881, 1884) and was an educator in the public schools of Indiana and Illinois from 1881 to 1887. He studied history and political economy at Johns Hopkins University from 1887 to 1888 and received a Ph.D. from the University of Heidelberg in 1890. From 1891 until 1911 Stevenson taught history at Rutgers University and from 1910 on he served the Hispanic Society of America. Stevenson wrote and lectured widely on cartography and the discovery and exploration of the New World. He died in Yonkers, N.Y., in 1944.

**520 field: Summary, etc.**

Summary notes are narrative, free-text statements of the scope and contents of collections. Details may include forms of materials, dates of subject coverage, and the most significant topics, persons, places, or events. A summary note may be used in lieu of or in addition to a 505 note. If the collection contents are listed in a separate finding aid, use only a 520 note and also make a 555 finding aid note.

520 \$a Consists of a wide variety of materials relating to an effort to map ocean floors carried out by the Lamont-Doherty Earth Science Observatory of Columbia University. This work was accomplished by geologist Bruce C. Heezen and oceanographer/cartographer Marie Tharp. The materials include maps, preliminary drawings, earth science data, precision depth recordings, scientific and technical reports, papers, correspondence, cruise logbooks, printing masters, reproducibles, and globes.

520 \$a The Cartographic Archive contains 565 maps and atlases of Europe, America, the West Indies, and Russia collected by the Rochambeau family. The archive is especially noteworthy for containing Rochambeau's field maps from the American Revolution. These include a manuscript atlas of French encampments on the march to Yorktown, drawn and colored by Louis-Alexandre and Charles-Louis Berthier. Other mapmakers represented include: Le Rouge, Johann Baptist Homann and his heirs, Eugène Henry Friex, Georges Friex, Alexis Hubert Jaillot, Pierre Gosse, Jr., Daniel Pinet, Matthaeus Seutter,

## APPENDIX B. COLLECTION-LEVEL RECORDS

Joshua Fry, Peter Jefferson, Bernard Roman, Cassini, Santini, and Dezauche.

### 505 field: Formatted contents note

Formatted contents notes provide a structured method of recording item-level information. Elements may include author, title, edition, date of creation or publication, extent, scale, etc. Assign a number to each item, record it within square brackets in the 505 note, and write it on each item. For materials that lack routine bibliographic indicia, or for large collections of many items, prefer the narrative 520 summary note to the 505 note.

```
505 0  $a [1] Surveyed claims, White Pine Mining District,
        Hamilton, Nevada / compiled by Ed. Millard & Son --
        [2] Tracing of no. 1 -- [3] [Plan and sections of the
        North and South Aurora and Ward Beecher mines] / T.J.
        Read. [1875?] -- [4] [Plan and sections of the North
        and South Aurora and Ward Beecher mines] / T.J. Read.
        1874 -- [5] Map of the Monitor and Gore mines.
```

### 524 field: Preferred citation

Use to provide a specific citation format for citing the collection.

```
524      $a Rochambeau Papers and Rochambeau Family Cartographic
        Archive. General Collection, Beinecke Rare Book and
        Manuscript Library, Yale University.
```

### 541 field: Immediate source of acquisition

Record the immediate source from which the library acquired the collection. Use only for materials acquired as a collection.

```
541 1    $a Acquired by exchange from Auburn University; $d 1954.

541      $c Gift; $a Marjorie Prince Howard (daughter); $d March
        2006. $5 DLC

541 1    $a On permanent loan from the J. Paul Getty Museum.
```

### 555 field: Cumulative index/finding aids note

Specify the existence of any separate finding aid. An external electronic finding aid may be linked to from this field, if permitted by the local system (see also the 856 field).



555 8 \$a Inventory available in the Wesleyan University Department of Special Collections and University Archives; \$c item-level control.

555 \$a The finding aid is available in the repository and on the Internet.

### 561 field: Provenance note

Briefly describe any relevant history concerning the ownership of the materials from the time of their creation up until the time of their acquisition by the library.

561 \$a The maps in the collection belonged to Major George C. Sibley, one of the U.S. Commissioners who conducted the survey.

### 580 field: Linking entry complexity note

Use this note to state the relationship between the materials described and a broader collection of which it is a part. Use only when parts of the collection are being described in separate records (see also the 7XX fields).

580 \$a Forms part of the Frederick Douglass Papers, 1841-1967 (bulk 1862-1895) (Library of Congress).  
773 0 \$a Douglass, Frederick, 1817?-1895. \$t Papers, \$d 1841-1967 (bulk 1862-1895) \$w (DLC) mm7511879

### 6XX fields: Subject headings

Assign subject headings as specific as the collection warrants.

100 1 \$a Merriam, C. Hart \$q (Clinton Hart), \$d 1855-1942, \$e collector.  
245 10 \$a [Collection of topographic maps of Arizona annotated to show the travels of C. Hart Merriam and the location of Indian tribes].  
600 10 \$a Merriam, C. Hart \$q (Clinton Hart), \$d 1855-1942 \$x Travels \$z Arizona \$v Maps.  
650 0 \$a Indians of North America \$z Arizona \$v Maps.  
651 0 \$a Arizona \$v Maps.  
  
110 2 \$a Washington Post Company.  
245 10 \$a [Collection of newspaper maps of China documenting the Sino-Japanese war].  
650 0 \$a Sino-Japanese War, 1937-1945 \$z China \$v Maps.

Assign as many subject headings as seem appropriate, remembering that economy in processing may suggest that a reasonable limit be observed.

**655 fields: Genre/form headings**

Assign as applicable. Prefer terms found in RBMS Controlled Vocabularies or *Library of Congress Genre/Form Terms for Library and Archival Materials*; terms from other authorized vocabularies (e.g., Art & Architecture Thesaurus Online) may also be used as appropriate. As with subject headings, assign headings as specifically and numerous as the collection and institutional policy warrant.

```

100 1   $a Merriam, C. Hart $q (Clinton Hart), $d 1855-1942, $e
      collector.
245 10  $a [Collection of topographic maps of Arizona annotated
      to show the travels of C. Hart Merriam and the
      location of Indian tribes].
655 7   $a Topographic maps. $2 lcgft
655 7   $a Maps $z Arizona $y 20th century. $2 rbgenr
655 7   $a Annotations (Provenance) $2 rbprov

245 00  $a [Manuscript map collection of 55 original plans and
      survey maps of French border towns made between 1686
      and 1747].
655 7   $a Manuscript maps. $2 lcgft
655 7   $a Early maps. $2 lcgft
655 7   $a Maps $z France $y 17th century. $2 rbgenr
655 7   $a Maps $z France $y 18th century. $2 rbgenr

```

**7XX fields: Added entries and linking entries**

Types of added entries considered useful for providing enhanced access to collections of cartographic materials include: creators of collections, names of collections, donors, cartographers, surveyors, government bodies, publishers, printers, engravers, mapsellers, name/title analytics, etc. If a linking entry complexity note has been used in field 580 to describe the relationship of the collection being cataloged to a larger collection, make an added entry for the larger collection using field 773.

**856 field: Electronic location and access**

Use to specify the location or means of access to an electronic finding aid prepared for the collection or for other reasons, such as to point to scanned items or digital images selected from the collection. Take special note of the second indicator, which specifies the relationship of the electronic resource being linked to the item described in the record.

```

856 42  $3 Finding aid $u
      http://hdl.handle.net/10079/fa/beinecke.rochamb

```

856 40 \$u <http://hdl.loc.gov/loc.gmd/collgmd.gm000012>

## B5. Additional considerations

**B5.1. Lengthy descriptions divided into more than one record.** It may be desirable to divide the description of a collection into more than one bibliographic record due to factors such as complexity or length of the description or system limitations on record length. The description may be divided in whatever way is most sensible. For example, the collection may be organized in logical groupings, each of which can be represented in a single record (e.g., terrestrial globes, celestial globes, and lunar globes). Alternatively, a new record may be started at a logical breaking point, such as with every twentieth item, based on chronology, etc.

When multiple bibliographic records are created for one collection, most data elements will be the same across all records, according to the guidelines discussed above, with the following exceptions:

**245 field: *Title statement.*** Indicate in subfield \$n or in subfield \$p, as appropriate, which part of the collection is being represented in the record.

**260 field: *Publication, distribution, production, etc. (Imprint).*** If the collection is divided based on chronology, include the appropriate range of dates in each record.

**300 field: *Physical description.*** Indicate in the extent statement in the subfield \$a of each record the number of items represented in the record out of the total number of items in the collection, using terminology appropriate to the material being described.

300 \$a Items 1-40 of 80 in 1 bound volume  
300 \$a Items 41-80 of 80 in 1 bound volume

(*Comment:* Two bibliographic records, each containing a physical description for a portion of the items in the collection)

300 \$a Maps 1-75 of 149  
300 \$a Maps 76-149 of 149

(*Comment:* Two bibliographic records, each containing a physical description for a portion of the items in the collection)

**5XX fields: Notes.** With the exception of the 505 contents note (see below), give the same 5XX fields in each record. In addition, make a note in each record indicating that the collection being cataloged is represented by more than one record, and provide references to the other records.

**505 field: Contents note.** List in a 505 note only those items described in the particular record. Numbering within contents notes should be consecutive from one record to another.

**B5.2. Considerations when adding to collections.** Sometimes items are added to collections after initial processing or cataloging has been completed. In such cases, edit or add to the description as necessary, paying particular attention to the following elements:

- › dates (260 field and fixed fields)
- › extent (300 field)
- › contents (505 and/or 520 field)
- › subject and genre/form headings (6XX fields)
- › added entries (7XX fields)

## APPENDIX C. CAPITALIZATION

DCRM(C) follows the rules for capitalization found in AACR2, Appendix A. For convenience, many of those rules are summarized here. The rules for capitalization of place names are presented first, given their particular importance for cartographic materials, followed by the rules pertaining to specific areas of the description. Unless otherwise instructed, capitalize according to the rules for the language involved. For rules on the capitalization of names of persons and corporate bodies, and for rules that apply only to specific languages, consult AACR2, Appendix A.

### Place names

Capitalize the name of a geographic feature, region, etc. Do not capitalize a descriptive adjective not part of an accepted name.

South America; South American continent

Southeast Asia; southern Asia

the Orient; oriental

the West; western

Capitalize the name of a political division (e.g., a country, state, province, city). Capitalize a word such as empire, kingdom, state, country, and city following a proper name if it is a commonly accepted part of the name. Do not capitalize such a word when used alone to indicate a political division.

Eleventh Congressional District; the congressional district

New York City; the city of New York

Simcoe County; the county

Washington State; the state of Washington

Capitalize a popular name of a place, or the name of a legendary place.

New World

Latin Quarter

the Nutmeg State

Middle Earth

## **C1. Title and statement of responsibility area**

### **C1.1. General rule**

Capitalize the first word of a title (title proper, chief title, alternative title, parallel title, part title, section title, etc.).

Plan of the city of Washington in the territory of Columbia

Atlas novus indicibus instructus, oder, Neuer mit Wort-Registern  
versehener Atlas

Carte de la partie françoise de St. Domingue = A map of the  
French part of St. Domingo

Map of Chili ; Map of Brazil, Bolivia, Paraguay, and Uruguay

### **C1.2. Titles preceded by grammatically inseparable statements of responsibility**

Do not capitalize the first word of a title if it is preceded by a grammatically inseparable statement of responsibility or statement of publication, distribution, production, etc.

Bancroft's map of the Washoe silver region of Nevada Territory

Claudii Ptolemaei Alexandrini geographicae enarrationis libri  
octo

### **C1.3. Grammatically separable titles of supplements and sections**

If the title proper of a resource that is supplementary to, or a section of, another resource consists of two or more grammatically separable parts, capitalize the first word of the title of the second and subsequent parts.

The English pilot. The fourth book

### **C1.4. General material designation**

Do not capitalize the general material designation.

[cartographic material]

[cartographic material (tactile)]

**C1.5. Other title information**

Do not capitalize words except as instructed in the rules for the language involved.

- : being a new set of county maps from actual surveys ...
- : ein neuer Atlas in 100 Kartenseiten mit statistischen Angaben und alphabetischem Namensverzeichnis

**C1.6. Statement of responsibility**

Capitalize as instructed in the rules for the language involved all personal and corporate names; titles of nobility; terms of address, honor, or distinction; and initials of societies, etc., accompanying personal names. In general, do not capitalize other words.

- / actually surveyed and delineated by John Ogilby, Esq., His Majesties cosmographer
- / par le Sr. Robert, géographe
- / by the late Reverend Mr. John Flamsteed, religious professor of astronomy at Greenwich
- / dessiné & gravé sous la direction de l'Academie imperiale des sciences & des arts

**C2. Edition area**

If an edition statement (or a statement relating to a named revision of an edition) begins with a word or an abbreviation of a word, capitalize it.

The second edition

Ausgabe in 100 Blättern

[State 1]

The second edition, Reprinted with a new preface

Corrigée et augmentée en 1780 / par J.N. Buache, géog. ord. du roi

### C3. Mathematical details area

Capitalize the word "Scale" in a statement of scale and the word "Vertical" in a statement of vertical scale or exaggeration.

Scale 1:500,000

Scale 1:250,000. Vertical scale 1:25,000. Vertical exaggeration  
10:1

; transverse Mercator proj., central meridian 35°13'30"E

### C4. Publication, distribution, production, etc., area

#### C4.1. General rule

Capitalize the names of places, publishers, distributors, and manufacturers as instructed in the rules for the language involved. In general, if an element begins with a word or abbreviation not an integral part of the name of the place, publisher, distributor, manufacturer, etc., capitalize the word or abbreviation. Capitalize only the s of "s.l." Do not capitalize "s.n."

In Venetia

Den Haag *but* s'-Gravenhage

Gedruckt zu Franckfort am Mayn

: Chez P. Duménil, éditeur, rue des Beaux-Arts, 10

: Published by W. Faden, geographer to the King & to H.R.H. the  
Prince of Wales, Charing Cross ; Dublin : Sold by W. Allen & J.  
Archer

: Chez C. Mortier & J. Covens et fils

: Published by Baldwin & Cradock, 47 Paternoster Row, Decr. 15th,  
1832 ([London] : Printed by E. Brain, Bartholomew Close)

[S.l.] : [s.n.]

Do not capitalize the first word of date elements in the publication, distribution, production, etc., area unless instructed to do so in the rules of the language involved.

, printed in the year MDCLXXXIX [1689]



- , an sixième de la République [1798?]
- , anno Domini Mdiij [1503]
- , im Jahr 1715

#### **C4.2. Addresses and signs in publisher, distributor, manufacturer, etc., statements**

Capitalize the name of a sign associated with a publisher, distributor, manufacturer, etc. Capitalize other words as instructed in the rules of the language involved.

- : Sold by William Berry at the sign of the Globe between Charing-Cross and White-Hall
- : Printed and given out at Amsteldam by Nicolas Visscher upon the Dam at the signe of the Fisher and are to be sould at London by Iohn Overton at the White Horse without Newgate

#### **C5. Physical description area**

Capitalize proper nouns and certain technical terms appearing in this area as instructed in the rules for the language involved. Do not capitalize other words, including those appearing first in the elements in this area. Record roman numerals in uppercase or lowercase as they appear.

- 1 atlas (XLI, [3], 276 p., [12] leaves of plates)
- 4 maps on 1 sheet : col. ; each 22 x 28 cm, sheet 50 x 72 cm
- ca. 100 maps
- : 2 col. ill. (Baxter prints), 72 col. maps

#### **C6. Series area**

##### **C6.1. General rule**

Capitalize the title proper, parallel titles, other title information, and statements of responsibility of a series as instructed in C1.

- (Walker's county maps)

## **C6.2. Terms used in conjunction with numbering**

Do not capitalize a term such as “v.,” “no.,” “pl.,” that is part of the series numbering unless the rules for a particular language require capitalization.

(Publication no. 12 of the Sierra Club)

(Transactions / American Philosophical Society ; vol. I, new series)

## **C7. Note area**

Capitalize the first word of each note or an abbreviation beginning a note. If a note consists of more than one sentence, capitalize the first word of each subsequent sentence. See C1.1–C1.5 for the capitalization of titles.

## **C8. Standard number and terms of availability area**

Capitalize letters that are part of a standard number.

ISBN 1-585460-22-2

Do not capitalize qualifiers added to a standard number or to a price.

ISBN 83-62622-07-5 (set). -- ISBN 83-62622-08-3 (v. 1). -- ISBN 83-62622-09-1 (v. 2)

## **APPENDIX D. MINIMAL-LEVEL RECORDS**

### **D1. Introduction**

The elements of description provided in DCRM(C) constitute a full set of information for describing rare cartographic materials. This appendix sets out a less than full level of description containing those elements recommended as a minimum for effective description of rare cartographic materials.

Libraries most often turn to minimal-level cataloging for rare materials to create accession records for new acquisitions, to provide access to low-priority unprocessed collections in backlogs, and for item-level access to digital images. These guidelines are provided in response to such needs. Their purpose is not to promote the use of DCRM(C) minimal-level cataloging, but rather to provide a usable standard for those institutions wishing to adopt it.

### **D2. Application**

Catalogers may apply the minimal-level standard to any rare cartographic materials described using DCRM(C). DCRM(C) minimal-level records are especially appropriate when faithful and accurate descriptions are desirable, the provision of subject and other access points is not necessarily important, and abridged transcriptions and fewer notes are acceptable.

A minimal-level cataloging policy is best kept simple. Complex rules for omitting or shortening a variety of record elements would require catalogers to devote time to learning these new rules, thereby eliminating a portion of the intended gains in time and expense. In addition, tampering with the full description provided by DCRM(C) areas 0-6 and 8 would negate the very purpose of using DCRM(C) for description of rare materials. The conclusion then is that eliminating notes accomplishes much of the purpose of minimal-level cataloging because it saves considerable time while not unduly limiting access. Bibliographic records following this approach will, in most cases, still identify the materials being described and distinguish them from similar editions or issues.

### **D3. Elements of the bibliographic record**

**D3.1.** Follow the rules in DCRM(C) areas 0-6 and 8. Abridge the description wherever possible as allowed by the rules. It is not necessary to make the notes usually considered required.

**D3.2.** *Optionally*, add any additional elements in accordance with institutional policy. In particular, consider adding one or more of the following, each of which can significantly enhance the value of minimal-level DCRM(C) records for identifying rare cartographic materials:

- references to published descriptions in standard bibliographies (see 7B15), particularly when the source cited provides more detailed information than the minimal-level bibliographic record
- the required notes called for in DCRM(C)
- one or more local notes describing provenance, copy numbering, imperfections, binding, or any other information that will allow the bibliographic record to describe the particular copy in hand with sufficient precision to indicate the institution's ownership of that particular copy
- notes based on reliable dealers' descriptions accompanying the item being described
- notes recording any numbers associated with the material not transcribed in another area (see 7B18)
- notes specifying the larger resource from which the material was taken (see 7B7.7)

**D3.3.** Minimal-level cataloging policies often eliminate or simplify additional areas of the bibliographic record such as subject headings, classification, or other access points. This appendix does not address such questions, but users of DCRM(C) may also wish to streamline these areas according to local needs, taking into consideration the effect that such policies will have on special files for printers, binders, bindings, genre/forms, provenance, and the like.

## APPENDIX E. VARIATIONS REQUIRING A NEW RECORD

### E1. Default guidelines

**E1.1.** This appendix addresses the issue of whether to describe bibliographic variants using a single bibliographic record or separate records. As a default approach, the rules contained in DCRM(C) assume that a separate bibliographic record will be created for each bibliographic variant that represents what is referred to as an “edition” in AACR2 and an “issue” in bibliographic scholarship.

**E1.2.** Following this default approach, generally consider that a new bibliographic record is required whenever the material distinguishes itself from other variants by one or more of the following characteristics:

- change in content (e.g., changes in the title, statement of responsibility, or edition statement that indicate corrections, revisions, expansions, abridgments, or the inclusion of supplementary materials)
- different setting of type (e.g., changes in the statement of extent, a change in bibliographical format, or differences in line-endings and catchwords revealed by the comparison of multiple copies)
- different cut, engraving, etching, etc. (for materials printed from wooden blocks or metal plates)
- different drawing (for manuscript materials and materials printed using planographic processes)
- change in publication status (e.g., an original title page has been cancelled and replaced; an original imprint has been covered with a new label; original sheets have been issued in a new publisher’s cover bearing more recent data than that provided on the title page, or with a new series title page; plate has been altered to add, change, or remove imprint information)
- change in the presence of hand coloring, if there is evidence that the material was issued both with and without the hand coloring (in case of doubt, assume the material was not issued both ways; describe the hand coloring using local notes)
- change in the presence of dissection and/or mounting, if there is evidence that the material was issued both with and without the dissection and/or mounting (in case of doubt, assume the material was not issued both ways; describe the mounting and/or dissection using local notes)

**E1.3.** In general, do not consider differences relating solely to substantially unchanged impressions, states, binding variants, or copies as an indication that a new record is required. Examples of differences that do not *in themselves* necessarily signal the need for a new record in the absence of other differences include:

- › a difference in a statement of printing (e.g., fifth printing)
- › a difference in the printer or other manufacturer if the publisher has not changed
- › a difference in the printing or copyright date if the publication date has not changed
- › a difference in the publisher's cover that does not provide evidence of a discrete publishing unit (e.g., a change of color in publisher's cloth)
- › a difference relating to inserted publisher's advertisements and catalogs (unless they are integral to the publication)
- › stop-press corrections
- › minor corrections to the wooden block, metal plate, etc., used to print the material (e.g., corrections not affecting the title, statement of responsibility, edition statement, or imprint)
- › changes resulting from maintenance (e.g., re-cutting) performed on the wooden block, metal plate, etc., used to print the material
- › changes resulting from accidental damage (e.g., scratches and splits) to the wooden block, metal plate, etc., used to print the material
- › the presence or absence of an errata slip
- › the addition, deletion, or change of an ISBN

**E1.4.** These basic default guidelines result in a single bibliographic record being used to represent multiple impressions, states, and binding variants relating to a single edition or issue. This record may include, in local notes, information that does not apply to all copies of the edition or issue, whether the information applies to an impression, a state, a binding variant or an individual item.

## **E2. Alternative guidelines**

**E2.1.** The default approach presented above is not prescriptive and indeed may not be desirable in every situation. Institutions may sometimes want to create

separate records for different impressions or for other bibliographic variants. Some may want to create separate records for each individual copy.

**E2.2.** Numerous factors will influence the decision of when to create separate bibliographic records for variants, including:

- › the comprehensiveness of an institution's collections
- › the perceived needs of the users of these collections
- › whether and how the publication has been described in a standard bibliography
- › whether the publication can be compared to other copies
- › the desire for consistency with other records in the institution's catalog
- › the quality of the records available for use in copy cataloging
- › the structure of any shared database to which an institution contributes its records
- › the nature of an institution's policies, priorities, and staffing levels

**E2.3.** Within the rules, alternatives are provided that allow a cataloger to create separate records for individual impressions, states, binding variants, or copies (see rules 2B3.2, 2B4.2, 2D2, 2B5.1, 4G2). The cataloger must be consistent in applying these alternative rules to all areas of the description once the decision has been made to apply them.





## APPENDIX F. TITLE ACCESS POINTS

### F1. Introduction

Title access plays an important role in enabling users to identify and locate special collections materials. While some title access will be handled by controlled forms, this appendix lists specific situations, commonly encountered by rare materials catalogers, in which the provision of uncontrolled title access points is likely to be useful.

This appendix is not intended as an exhaustive list of all instances in which uncontrolled title access points may be made. Use judgment in determining which forms of access will be most useful for the item in hand. In general, do not include access points that duplicate normalized forms of existing title access points (e.g., the title proper, a uniform title, etc.). Take the indexing capabilities of the institution's local system into consideration when determining whether the additional access points are needed.

### F2. Rules relevant to the provision of title access points

The list is presented in DCRM(C) rule number order. Title access points considered optional are labeled as such.

#### 0B1. Title proper

Provide access for the entire title proper exactly as transcribed, disregarding initial articles as required by filing rules.

#### 0F1.1. Title proper in nonroman script

If nonroman text has been transcribed within the first five words of the title proper, provide additional title access for a romanized version of the title proper using the *ALA-LC Romanization Tables*.

*Transcription:*

支那歷代沿革圖

*Additional title access:*

Shina rekidai enkakuzu

**0G2.2. Title proper with converted letterforms I, V, i, j, u, or v**

If any of the first five words in the title proper contains a letterform **I, V, i, j, u,** or **v** that has been converted to uppercase or lowercase according to a pattern of usage that follows pre-modern spelling conventions, provide additional title access for the form of the title proper that corresponds to modern orthography (i.e., using **i** and **u** for vowels, **j** and **v** for consonants, and **w** for consonantal **vv**).

If it differs from title access points already provided, also provide title access for the form of the title proper that corresponds to the graphical appearance of the letters in the source, converting them from uppercase or lowercase without regard for the pattern of usage in the publication being described.

*Source:*

SCHLAVONIAE, CROATIAE, CARNIAE, ISTRIAE, BOSNIAE,  
FINITIMARVMQVE REGIONVM NOVA DESCRIPTIO

*Transcription:*

Schlauoniae, Croatiae, Carniae, Istriae, Bosniae, finitimarumque  
regionum noua descriptio

*Additional title access (normalized modern):*

Schlavoniae, Croatiae, Carniae, Istriae, Bosniae, finitimarumque  
regionum noua descriptio

*Additional title access (converted graphical):*

Schlavoniae, Croatiae, Carniae, Istriae, Bosniae, finitimarvmqve  
regionvm noua descriptio

**0G2.3. Latin title proper with final capital I representing ii**

If any of the first five words in the title proper is a Latin word with a final capital **I** that has been retained in the transcription, provide additional title access for the form of title proper with the final capital **I** converted to **ii**.

*Source:*

THEATRVM ORBIS TERRARVM ABRAHAM I ORTELI ANTVERP.  
GEOGRAPHI REGII

*Transcription:*

Theatrum orbis terrarum Abrahami Orteli Antuerp. geographi regii

*Additional title access:*

Theatrum orbis terrarum Abrahami Ortelii Antuerp. geographi regii

**0G3.7. Title proper containing characters as substitutes for letters (Optional)**

If a title proper contains hyphens or other characters as substitutes for letters, and the meaning of the characters is known, provide additional access to the decoded form of the title.

**0G4.2. Title proper with inserted spacing**

If any spacing has been inserted in the transcription of the first five words of the title proper, provide additional title access for the form of title with the words closed up.

*Source:*

URBIS NEAPOLISCUM PRAECIPUIS eius AEDIFICIIS SECUNDUM  
PLANITIEMEXACTA DELINEATIO

*Transcription:*

Urbis Neapolis cum praecipuis eius aedificiis secundum planitiem  
exacta delineatio

*Additional title access:*

Urbis Neapoliscum praecipuis eius aedificiis secundum  
planitiemexacta delineatio

**0G4.3. Variant spellings involving spacing**

If any variant or archaic spacing has been transcribed in the first five words of the title proper, provide additional title access for the form of title with modern spacing.

*Source:*

NEWENGLAND and NEW YORK

*Transcription:*

Newengland and New York

*Additional title access:*

New England and New York

**0G4.4. Title proper with initials, etc. (Optional)**

If the title proper contains initials, initialisms, or acronyms with internal spaces, provide additional title access for the title with the spaces closed up. Conversely,

if the title proper contains initials, initialisms, or acronyms without internal spaces, provide title access for the title with the spaces inserted.

#### **0G6.4. Title proper with an interpolated blank**

If a blank space intended to be filled in manuscript has been transcribed within the first five words of the title proper as the word “blank” enclosed in square brackets, provide additional title access for the form of title proper without the interpolated blank.

*Transcription:*

State of [blank] showing [blank] features

*Additional title access:*

State of showing features

#### **0G7.1. Title proper with corrected misprint**

If any of the first five words in the title proper contains a misprint that has been corrected in the transcription through the insertion of [i.e. ...], provide additional title access for the form of title proper as it appears in the source, without the correction. In addition, provide title access for the form of title as if it had been printed correctly.

*Source:*

The earthquake cnter

*Transcription:*

The earthquake cnter [i.e. center]

*Additional title access (without interpolation):*

Earthquake cnter

*Additional title access (with correct spelling):*

Earthquake center

If any of the first five words in the title proper contains a misprint that has been qualified in the transcription by the insertion of [sic], provide additional title access for the form of title proper without the [sic]. In addition, provide title access for the form of title as if it had been printed correctly.

*Source:*

Topographical map of the road from Fort Smith, Arks., to Santa Fe, N.M.,  
and from Dona Ana, N.M., to Fort Smith

*Transcription:*

Topographical [sic] map of the road from Fort Smith, Arks., to  
Santa Fe, N.M., and from Dona Ana, N.M., to Fort Smith

*Additional title access (without interpolation):*

Topographical map of the road from Fort Smith, Arks., to Santa  
Fe, N.M., and from Dona Ana, N.M., to Fort Smith

*Additional title access (with correct spelling):*

Topographical map of the road from Fort Smith, Arks., to Santa  
Fe, N.M., and from Dona Ana, N.M., to Fort Smith

**0G7.1. Title proper with non-standard orthography (Optional)**

If the title proper contains words spelled according to older or non-standard orthographic conventions, provide additional title access for the title spelled according to modern orthography.

**0G7.2. Title proper with approximated letters**

If any of the first five words in the title proper contains two letters used to approximate a third letter, provide additional title access for the form of title proper with the letters transcribed as set.

*Source:*

Charte von der Moldau und Rvalachey

*Transcription:*

Charte von der Moldau und Walachey

*Additional title access:*

Charte von der Moldau und Rvalachey

**0G8.2. Title proper with special marks of contraction (Optional)**

If the title proper contains a cataloger's expansions of special marks of contraction, provide additional title access for the title as it appears in the material, ignoring the marks of contraction. In addition, provide title access for the transcribed form of the title proper, but without the square brackets.

## APPENDIX F. TITLE ACCESS POINTS

### *Transcription:*

Quiuirae Regnu[m] cum alijs versus borea[m]

### *Additional title access (without expansion):*

Quivirae Regnu cum alijs versus borea

### *Additional title access (without square brackets):*

Quiuirae Regnum cum alijs versus boream

### **1B1. Titles not chosen as the title proper (Optional)**

Provide additional title access for titles not chosen as the title proper.

### **1B2.1. Title proper with transposed elements (Optional)**

If an element appearing before the title proper has been transposed, provide additional title access for the element or for the title inclusive of the preceding element. If the preceding element has not been transposed, so that the title proper includes it, provide additional title access for the title without the preceding element.

### **1B4.2. Title proper inclusive of an alternative title (Optional)**

Provide additional title access for an alternative title.

### **1B7. Title proper with supplementary or section title (Optional)**

Provide additional title access for a title that is supplementary to, or a section of, another work when both titles, whether or not grammatically separable, are recorded together as the title proper. If the supplement or section title is a title such as "Supplement" or "Chapter one," however, and so is indistinctive and dependent for its meaning on the main title, generally do not provide additional access.

### **1D. Parallel titles (Optional)**

Provide additional title access for a parallel title.

### **1F15. Phrases about notes, appendixes, etc. (Optional)**

Provide additional title access for phrases concerning notes, appendixes, etc., if the phrase is distinctive and the additional access seems useful.

**1G1-1G2. Titles of additional works (Optional)**

For other than supplementary matter, provide access for the titles of additional works named on a chief source of information without a collective title. Also, selectively provide access for titles of additional works found in such material although not named on the chief source of information.

**6B1. Title proper of series (Optional)**

Provide access for the series title proper exactly as it appears in the material, unless title access is provided using a uniform series title.

**7B4-7B5. Title variants and other titles (Optional)**

Provide additional access for cover titles, added title page titles, caption titles, half titles, running titles, spine titles, panel titles, titles on containers issued with the material, and significant other title information.

**7B12. Titles of accompanying material (Optional)**

Provide additional access for any separate title on accompanying material deemed useful.

**7B17. Titles in contents notes (Optional)**

Provide additional access for titles in formal or informal contents notes.

**7B20. Copy-specific titles (Optional)**

Provide additional access for copy-specific titles, such as a binder's title or a title on a container not issued with the material.





## APPENDIX G. EARLY LETTERFORMS AND SYMBOLS

### G1. Introduction

This appendix provides guidance for transcription of archaic letterforms and characters, including marks of punctuation, and archaic conventions of contraction. Although this appendix cannot be exhaustive, it is intended to provide sufficient guidance for the most common occurrences, and to give a basis for judgment in ambiguous situations. For transcription of characters commonly found in signature statements that cannot be reproduced using available typographical facilities, see S2.

### G2. Early letterforms and symbols








According to the instructions for transcription in rule 0G1.1, earlier forms of letters and symbols are converted to their modern forms.

Early letterforms and symbols				
<i>Source</i>	<i>Transcription</i>	<i>Example</i>	<i>Transcription of example</i>	<i>Notes</i>
<b>ḃ</b>	d	<b>de<sup>h</sup>e</b>	de <sup>h</sup> e	
<b>ij̃</b>	ij	<b>alijs ooghelijck</b>	alijs ooghelijck	Ligatured italic <b>ij</b> may look like <b>ij̃</b>
<b>h</b>	k			Typical in early French signatures
<b>cIb Ib</b>	M D	<b>cIbIbccc v</b>	MDCCV	Inverted <b>C</b> used to form roman numeral <b>M</b> or <b>D</b> is called an apostrophus
<b>ʀʀ</b>	r	<b>foʀ</b>	for	
<b>ʃʃʃ</b>	s	<b>refuse</b>	refuse	Long <b>s</b> (an <b>f</b> has a crossbar on the stem; the bar on a long <b>s</b> , if present, extends from one side only)

	ss		dess	
	sz		desz	Long <b>s</b> and <b>z</b> are spaced normally, no ligature
	-		West-Riding	
	o		müss	
	..		Büche	Superscript <b>e</b> functioning as an umlaut
	&		&c.	






### G3. Early contractions

According to the instructions for transcription in rule 0G8.2, symbols of contraction used in manuscript materials, or in printed materials in continuance of the manuscript tradition, are expanded to their full form, with cataloger-supplied letters or words enclosed in square brackets. The values of many contractions are dependent on context, with the most common values provided here.

Early contractions				
<i>Source</i>	<i>Transcription</i>	<i>Example</i>	<i>Transcription of example</i>	<i>Notes</i>
	[missing letter(s)]		co[n]summatu[m] D[omi]n[u]s	Over a vowel, usually <b>n</b> or <b>m</b> ; over a consonant, often replaces several letters
	[ae]		h[ae]c	
	[Christus]			A contraction using both Greek and Latin letters
	[con]		[con]cor[di]a	

APPENDIX G. EARLY LETTERFORMS AND SYMBOLS

ʒꝛ	[es] [ius] [m] [us]	statutꝛ rossꝛ cuꝛ impressuꝛ eiꝛ	statut[es] Ross[es] cu[ius] impressu[m] ei[us]	A highly versatile symbol; see also, for example, "[habet]," "[que]," "[scilicet]," and "[sed]" below
hꝛ	[habet]			
h̄	[hoc]			
ꝑ	[per] [par]	supꝑ pticulariꝑ	su[per] [par]ticulari[bus]	
ꝑ	[pro]	ꝑpter	[pro]pter	
ꝑ̄	[pri]	ꝑ̄ma	[pri]ma	
ꝑ̄	[quam]	vnꝑ̄	vn[quam]	
ꝑ̄	[quan]	ꝑ̄tum	[quan]tum	
ꝑ̄ ꝑ̄ꝛ ꝑ̄ꝛ;	[que]	quoꝑ̄ berculeæꝑ̄ quosꝑ̄;	quo[que] Herculeae[que] quos[que]	
ꝑ̄	[qui]	ꝑ̄bꝑ̄	[qui]b[us]	
ꝑ̄	[quia]			
ꝑ̄	[quo]			
ꝑ̄ꝛ ꝑ̄ꝛ	[quod]			
ꝑ̄ꝛ.	[recta]			
ꝑ̄ꝛ ꝑ̄ꝛ	[rum]	quoꝑ̄ꝛ libroꝑ̄ꝛ	quo[rum] libro[rum]	
ꝑ̄ꝛ	[scilicet]			
ꝑ̄ꝛ	[sed]			

	[th]		[the] [that]	When <b>y</b> is used to represent the Old English/Icelandic character <b>þ</b> [thorn], enclose <b>th</b> plus additional letters in square brackets.
	[ur]	nascunt <sup>z</sup>	nascunt[ur]	
	[us] [bus]	reb <sup>9</sup> pticulari <sup>9</sup>	reb[us] [par]ticulari[bus]	Superscript; a similar character at baseline represents "[con]"
	[ver]	xtuoso	[ver]tuoso	

#### G4. Letterforms I/J, U/V, i/j, and u/v

**G4.1. Historical background.** Some knowledge of the history of the letterforms I/J, U/V, i/j, and u/v is helpful when applying the provisions of 0G2.2.

Until the early seventeenth century, the standard Latin alphabet contained 23 letters. The letters we know as **i** and **j** were considered different minuscule shapes (or letterforms) of the same letter, as were the letters **u** and **v**. The letter **w** was not part of the standard Latin alphabet. The choice of the **u** letterform in preference to the **v** letterform (or the **i** to the **j**) depended on its placement in a word and was governed by convention. Conventions varied somewhat from person to person, but often reflected national and regional preferences. While there were variant letterforms for lowercase letters, in pre-modern practice there was only one letterform for each of these letters used as capitals: **I** (with the gothic form resembling a modern **J**), and **V** (with the gothic form resembling a modern **U**). For example, **Jacob** = Iacob; **Unspotted** = Vnspotted (capitalized as the first word of a title).

The dominant patterns in use before the seventeenth century were:

- **i** used in the initial, medial, and final position, without signifying vocalic or consonantal use; e.g., iustice (modern form: justice)
- **j** used in the medial or final position only after a preceding **i** (more typical on the European continent), signifying vocalic use; e.g., commentarij (modern form: commentarii)

- **u** used in the initial, medial or final position, without signifying vocalic or consonantal use; e.g., oeuures (modern form: oeuvres)
- **v** used in the initial position, without signifying vocalic or consonantal use; e.g., vtilita (modern form: utilita)
- **I** used in all positions, without signifying vocalic or consonantal use; e.g., Iuan (modern form: Juan)
- **V** used in all positions, without signifying vocalic or consonantal use; e.g., Vrsprung (modern form: Ursprung)

A gradual shift took place over time, from the late fifteenth century through the middle of the seventeenth century, with **U/u** coming to phonetically signify a vowel and **V/v** to signify a consonant, regardless of case or position in the word. Likewise with **i** and **j**, although the shift was more irregular, with **I/i** coming to phonetically signify a vowel and **J/j** a consonant. In the modern 26-letter Latin alphabet, **i** and **j** and **u** and **v** are all considered separate letters.

**G4.2. Transcription.** As instructed in rule 0G2.2, when the rules for capitalization require converting **I** or **V** to lowercase, or **i**, **j**, **u**, or **v** to uppercase, follow the pattern of usage in the text to determine which letterform to use in the transcription.<sup>27</sup> Establish the pattern of usage by examining text in the same typeface (i.e., roman, italic, or gothic) in the material being described. Look for letters expressed in the opposite case from the letterforms to be converted, but having the same function (vowel or consonant) and same relative position (appearing in initial, medial, or final positions) as the letterforms to be converted. Begin by examining the remainder of the title page and then, if necessary, proceed to examine the body of the text in other parts of the book in the same typeface. If the pattern of usage differs according to typeface, follow the pattern of usage identified for each typeface. If a pattern of usage can be determined for one but not all of the typefaces present, follow the single pattern of usage for all

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<sup>27</sup> An uppercase **J** in the source usually signals that **i** and **j** are functioning as separate letters, requiring no special consideration of **I**, **J**, **i**, or **j** while converting case in text with that typeface. Likewise, an uppercase **U** in the source usually signals that **u** and **v** are functioning as separate letters, requiring no special consideration of **U**, **V**, **u**, or **v** while converting case in text with that typeface.

typefaces. If no pattern of usage can be determined within a reasonable amount of time, use this conversion table as a solution of last resort.

<i>Uppercase letterform to be converted</i>	<i>Lowercase conversion</i>
I (vowel or consonant) anywhere in word <sup>28</sup>	i
II at end of word	ij
II elsewhere in word	ii
V (vowel or consonant) at beginning of word	v
V (vowel or consonant) elsewhere in word	u
VV representing single letter <sup>29</sup>	vv

<i>Lowercase letterform to be converted</i>	<i>Uppercase conversion</i>
i (vowel or consonant) anywhere in word	I
j (vowel or consonant) anywhere in word	I
u (vowel or consonant) anywhere in word	V
v (vowel or consonant) anywhere in word	V
vv representing single letter <sup>29</sup>	VV

## G5. Letter w

**G5.1. Historical background.** The representation of the letter **w** is not to be confused with the developments of the **u/v** letterforms. The **w** letterform was part of the standard alphabet for Germanic languages. Most early printing was in Latin, shifting gradually to include a greater proportion of vernacular languages throughout Europe. **W** and **w** must have been scanty in cases of roman type, and they appear to have been frequently exhausted when setting text in Dutch,

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<sup>28</sup> Do not convert a final uppercase **I** meant to represent an **ii** ending (see 0G2.3).

<sup>29</sup> This must be distinguished from **VV** or **vv** as a combination of a vowel and a consonant as in the examples **VVLT** or **vvlt** (vult, "he wants") and **VVA** or **vva** (uva, "grape").

English, or German. When that happened, compositors usually did one of two things: used **VV** or **vv** to stand in for **W** or **w**, or permanently altered **V** or **v** type pieces—achieved by filing or shaving one of the serifs, often the right serif on the left piece—so that the two type pieces would sit closely together in the forme, thereby more closely resembling a **w**. In early German texts, printers sometimes used a curved **r** followed by a **v** to approximate a **w**.

**G5.2. Transcription.** When **VV** and **vv** letterforms have been used to represent the single letter **W** or **w**, transcribe them as **VV** or **vv** as appropriate. When there is clear evidence of the filing of one or both pieces of type showing the intention of creating the **W** or **w** letterform, transcribe as **W** or **w**, making an explanatory note if considered important. In cases of doubt, transcribe as **VV** and **vv**. When separate **rv** letterforms have been used by the printer to approximate the single letter **W** or **w**, transcribe as **W** or **w**, making an explanatory note if considered important (see 0G7.2).

Forms of W				
<i>Source</i>	<i>Transcription</i>	<i>Example</i>	<i>Transcription of example</i>	<i>Notes</i>
<b>VV</b>	vv	<b>VVhole</b>	vvhole	
<b>W</b>	w	<b>W H O L E</b>	whole	
<b>ꝛv</b>	w	<b>ꝛveyße</b>	weysse	





## APPENDIX H. INDIVIDUAL AND SPECIAL ISSUES OF SERIALS

Apply these guidelines when creating a bibliographic record for an individual or special issue of a serial, whether or not also creating a record for the serial as a whole. Individual and special issues may be cataloged as monographs and related to the serial as a whole.

### H1. Bibliographic level

The bibliographic level for an issue of a serial is **m** (monograph), just as it is for an individual part of a multipart monograph cataloged separately.

### H2. Body of the description

#### H2.1. General rule

Formulate the body of the description according to the rules in DCRM(C). Transcribe information in the form and order in which it is presented in the source, unless instructed otherwise by specific rules (see 0G).

#### H2.2. Issues with distinctive titles

If the issue has a distinctive title, transcribe that title in the title and statement of responsibility area.

#### H2.3. Issues without distinctive titles

**H2.3.1.** If the issue has no distinctive title, transcribe the title of the serial and the numbering of the issue (including numeric and/or chronological designations) in the title and statement of responsibility area.

245 10 \$a Maps of the missions of the American Board of Commissioners for Foreign Missions. \$n October, 1853.

245 00 \$a Cartactual : \$b topical map service = service des cartes actuelles = aktueller Kartendienst. \$n No. 10, vol. 3, 1967.

245 10 \$a Newsmap for the armed forces. \$p 245th week of the war, 127th week of U.S. participation. \$n Monday, May 22, 1944. Week of May 11 to May 18. Volume III, no. 5.

**H2.3.2.** If the issue numbering appears at the head of title, transpose it (see 1B7). For atlases, make a note indicating the transposition. For other materials, make a transposition note if considered important.

**H2.3.3.** If the issue numbering appears following a statement of responsibility, transcribe it as a subsequent statement of responsibility.

### **H3. Relating individual issues to the serial as a whole**

#### **H3.1. General rule**

To relate the description of an individual issue to the description of the serial as a whole and to provide organized access to the records in the catalog, make a series added entry using the uniform title for the serial. Apply RDA and LC-PCC PS in formulating the uniform title.

#### **H3.2. Issues with distinctive titles**

For access to the serial title on a monographic record for an issue that has a distinctive title, transcribe the serial title as a series statement (490) and trace it using a series added entry (8XX).

```

100 1  $a Parker, Mary Combs.
245 14 $a The Maquoketa Formation (Upper Ordovician) in Iowa /
      $c by Mary Combs Parker.
490 1  $a Miscellaneous map series / Iowa Geological Survey ;
      $v 1
830 0  $a Miscellaneous map series (Iowa Geological Survey) ;
      $v 1.

100 1  $a Ashbaugh, Lewis E.
245 10 $a Colorado mineral production in 1929 : $b also
      indicating some of the development work actually in
      progress during the year and various leading
      potential resources / $c prepared by Lewis E.
      Ashbaugh, consulting engineer ; compiled from
      official federal and state sources ; issued by the
      Colorado Association.
490 1  $a Mineral age ; $v volume 20, number 11, November 1935
830 0  $a Mountain States mineral age (Denver, Colo. : 1931) ;
      $v v. 20, no. 11.

```

#### **H3.3. Issues without distinctive titles**

For access to the serial title on a monographic record for an issue that does not have a distinctive title, give only a series added entry (8XX).

## APPENDIX H. INDIVIDUAL AND SPECIAL ISSUES OF SERIALS

- 110 2 \$a American Board of Commissioners for Foreign Missions.  
245 10 \$a Maps of the missions of the American Board of  
Commissioners for Foreign Missions. \$n October, 1853.  
810 2 \$a American Board of Commissioners for Foreign Missions.  
\$t Maps of the missions of the American Board of  
Commissioners for Foreign Missions ; \$v 1853 Oct.
- 245 00 \$a Cartactual : \$b topical map service = service des  
cartes actuelles = aktueller Kartendienst. \$n No. 10,  
vol. 3, 1967.  
830 0 \$a Cartactual ; \$v no. 10.
- 245 10 \$a Newsmap for the armed forces. \$p 245th week of the  
war, 127th week of U.S. participation. \$n Monday, May  
22, 1944. Week of May 11 to May 18. Volume III, no.  
5.  
830 0 \$a Newsmap for the armed forces ; \$v v. 3, no. 5.

### H3.4. Issue numbering

**H3.4.1. General rule.** Transcribe issue numbering (including numeric and/or chronological designations) in full in the descriptive areas, but standardize issue numbering in the added entry for the serial. This will provide both the accurate representation of individual issues as well as an organized display of sequential issues within the catalog.

- 245 00 \$a Cartactual : \$b topical map service = service des  
cartes actuelles = aktueller Kartendienst. \$n No. 10,  
vol. 3, 1967.  
830 0 \$a Cartactual ; \$v no. 10.

**H3.4.2. Chronological designation only.** If the issue has only a chronological designation, use “year month day” as the standardized form of the chronological designation in the access point.

- 110 2 \$a American Board of Commissioners for Foreign Missions.  
245 10 \$a Maps of the missions of the American Board of  
Commissioners for Foreign Missions. \$n October, 1853.  
810 2 \$a American Board of Commissioners for Foreign Missions.  
\$t Maps of the missions of the American Board of  
Commissioners for Foreign Missions ; \$v 1853 Oct.

## H4. Relating special issues to the serial as a whole

### H4.1. Special issues

A special issue of a serial usually covers a particular topic. It may have a distinctive title or it may simply be called “special issue” or the equivalent. Some

special issues are published within the numbering system of a serial; others are published outside the numbering system of a serial. The statement identifying a special issue as such may be presented formally in the publication or it may be presented informally (e.g., embedded in text).

#### H4.2. Special issues outside the numbering of a serial

If the special issue is outside the numbering of the serial, relate the monograph to the serial title by giving a uniform title added entry (7XX) for the serial. If the statement identifying the special issue as such is not presented formally, give the information in a note in order to justify the added entry.

100	1	\$a Tamsma, Robert.
245	14	\$a The Netherlands in one hundred maps / \$c by R. Tamsma.
500		\$a "TESG special issue, Journal of economic and social geography."
730	0	\$a Tijdschrift voor economische en sociale geografie.
100	1	\$a Basque, Garnet.
245	10	\$a British Columbia ghost town atlas / \$c Garnet Basque.
500		\$a "The history of the Canadian West, special issue"--Cover.
730	0	\$a History of the Canadian West.

#### H4.3. Special issues within the numbering of a serial

Special issues that are published within the numbering of the serial are related to the serial by means of a series statement (490) and a series added entry (8XX). If the statement identifying the special issue as such is not presented formally, give the information in a note in order to justify the added entry.

100	1	\$a Ito, Hajime, \$c Dr.
245	10	\$a Sea ice atlas of northern Baffin Bay = \$b Meereis-Atlas der nördliche Baffin-Bay = Atlas des glaces en mer de la partie nord de la Baie de Baffin / \$c Hajime Ito.
490	1	\$a Special issue of "Zürcher geographische Schriften" ; \$v no. 7 (ZGS 7)
830	0	\$a Zürcher geographische Schriften ; \$v Heft 7.

#### H5. Relating separately published monographs to the serial as a whole

Serial issues with distinctive titles may also have been published separately as monographs. Do not treat these monographs as part of the serial. When cataloging such a monograph, make a note to indicate that the title was also

published as an issue of the serial. Give a uniform title added entry (7XX) for the serial.

```

100 1  $a Ashbaugh, Lewis E.
245 10 $a Colorado mineral production in 1929 : $b also
      indicating some of the development work actually in
      progress during the year and various leading
      potential resources / $c prepared by Lewis E.
      Ashbaugh ...
500    $a Also published as Mountain States mineral age, v. 20,
      no. 11 (Nov. 1935)
730 0  $a Mountain States mineral age (Denver, Colo. : 1931)

```

### **H6. Linking records for individual issues to the serial record**

*Optionally*, when cataloging an individual issue of a serial, provide a linking entry between the record for the individual issue and the record for the serial as a whole by means of a host item entry (773):

```

773 0  $a American Board of Commissioners for Foreign Missions.
      $t Maps of the missions of the American Board of
      Commissioners for Foreign Missions. $g 1853 Oct.

773 0  $t Cartactual. $g No. 10

```



## APPENDIX J. SCALE

### J1. Introduction

This appendix provides guidelines for determining the scale of cartographic materials (see 3A-3B). Only linear scales, which show the relationship between distances on the ground and the corresponding distances on a map (or between vertical distances of elevation and the corresponding elevations of a profile, section, or relief model), are addressed. Nonlinear scales (see 3B4), found in such materials as celestial charts (angular scales) and cartograms (e.g., an isodemographic map that represents countries in proportion to the size of their populations), are not addressed.

Linear scale may be expressed:

- a) as a representative fraction

1:50,000

1:63,360

- b) in words, as a verbal scale statement, giving map distance in relation to Earth distance or vice versa

1 inch to 2 miles

1 cm for 2 km

2½ inches to the mile

¼ inch to the mile

2,640 feet to the inch

- c) graphically, using line or bar scales (see Figure J1), demarcation of parallels of latitude, or defined linear distances (e.g., radial distances or grid squares).

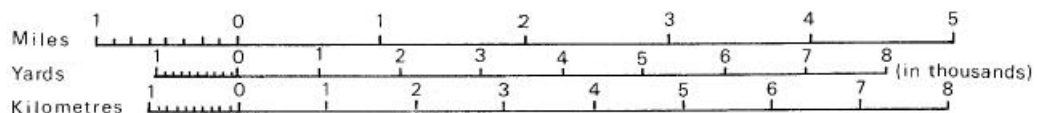


Figure J1. Bar scales.

While a map may carry all, some, or none of these forms of scale expression, the scale given on a map, etc., must be expressed as a representative fraction in the bibliographic record. A scale expressed in this way is not tied to particular units of measure and facilitates comparison of scales from the description of one map to another.

The cataloger must be aware of the limitations in accuracy of the methods used to derive a representative fraction. Older maps were often constructed and drawn in such a way that the scale varies erratically across the face of the map according to the data available to the maker. For most modern maps it is the projection that is the most important element affecting the variation or distortion of the scale or scales over the surface of the map. It must be thoroughly understood, however, that no flat map has a constant scale over its entire surface. The most accurate measurements can be obtained in the central area of the map (see J2.4).

On small-scale maps (those covering large geographic areas), the properties of the projection affect the scale variation and distortion over the surface of the map. Thus, the smaller the scale, the larger the distortion and scale variations.

On larger-scale maps (those covering smaller geographic areas), less distortion occurs and hence there is less scale variation from place to place over the surface of the map. This is due to the reduced amount of "squeezing" required to map a small area of the curved surface of the Earth on flat paper. Thus, on large-scale maps, a representative fraction can be calculated from distances measured in any direction from any point. The scale resulting from calculations based on these data will be accurate enough for cartographic purposes.

## **J2. Methods of determining a representative fraction**

Four methods of determining a representative fraction are explained below in their order of preference. See J3 for a table on rounding off the denominator of the representative fraction. An additional method of determining a representative fraction is to use an online scale conversion tool, many of which are freely available. Note that these tools vary in terms of the variety of units of measure that they are capable of converting.



**J2.1. Conversion from scale statements expressed as words**

To convert a verbal scale statement to a representative fraction, the units on one side of the ratio are converted to the same units on the other side, with the units on the map (numerator of the fraction) expressed as 1.

However, note that when a map is photocopied or otherwise reproduced, the scale often differs from that of the original. Thus, do not determine a representative fraction for a photocopied item based on a verbal scale statement. Instead, use one of the other methods outlined in this appendix.

**1. 1 inch to 2 miles**

1 inch (on map) represents 2 miles (Earth)

1 mile = 63,360 inches (from J4.1 conversion table)

2 miles =  $2 \times 63,360$  inches

The ratio is:

1:( $2 \times 63,360$ )

or

1:126,720

**2. 1 cm for 2 km**

1 cm (on map) represents 2 km (Earth)

1 km = 100,000 cm (from J4.2 conversion table)

2 km =  $2 \times 100,000$  cm

The ratio is:

1:( $2 \times 100,000$ )

or

1:200,000

**3. 2½ inches to the mile**

2½ inches (on map) represents 1 mile (Earth)

1 mile = 63,360 inches (from J4.1 conversion table)

## APPENDIX J. SCALE

The ratio is:

$2\frac{1}{2}:63,360$

or

$1:(63,360 / 2.5)$

or

$1:25,344$

### 4. $\frac{1}{4}$ inch to the mile

$\frac{1}{4}$  inch (on map) represents 1 mile (Earth)

1 mile = 63,360 inches (from J4.1 conversion table)

The ratio is:

$\frac{1}{4}:63,360$

or

$1:(63,360 \times 4)$

or

$1:253,440$

### 5. 2,640 feet to the inch

1 inch (on map) represents 2,640 feet (Earth)

1 foot = 12 inches (common knowledge)

The ratio is:

$1:(2,640 \times 12)$

or

$1:31,680$

## **J2.2. Conversion from scale expressed graphically<sup>30</sup> using a graduated ruler or natural scale indicator**

To determine the representative fraction from a bar scale or other graphic definition of distance on the map, the defined distance is measured with a graduated ruler or a natural scale indicator (see Figure J2). A natural scale indicator may be used for materials with marked and enumerated parallels of latitude or a graphic scale of linear distance in miles, feet, or kilometers (or other metric unit).

If a natural scale indicator is used, the scale can be read from it directly if the unit of measure shown on the bar scale (or other graphic definition of distance) includes single miles, single kilometers, single degrees of latitude, or 1,000 feet. If the graphic scale is shown only in multiples or fractions of those units, a calculation must be made on the reading from the scale indicator, multiplying or dividing by the same factor as the units used for the reading.

If a graduated ruler is used, it is advisable to use a ruler with the same system of measurement as that of the bar scale. For example, if the bar scale is in metric units, use a metric ruler. Although this is not absolutely necessary, the process of calculating the representative fraction is much simplified by not having to convert from one system of measurement to another. The bar scale is measured on the units of the graduated ruler, then the number of units (measured) on the bar is converted to the same units measured by the graduated ruler. The representative fraction is the ratio of the units measured by the graduated ruler to the units (measured) on the bar. This ratio represents units on the map to units on the surface (real) of the Earth, where the units on the map (or the numerator of the fraction) is always expressed as **1**.

However, note that if the units along the bar are in an obsolete system of measurement (see the conversion tables in J4.1 and J4.4) that is unknown, or for

---

<sup>30</sup> Calculations from measurements of a bar scale on the map should be restricted as much as possible to large-scale maps and plans (i.e., larger than 1:50,000), because the limitations in accuracy inherent in measuring the bar itself with a graduated ruler result in gross inaccuracies. The smaller the scale, the larger the inaccuracy (see J2.2, example 2).

which no conversion factor can be found,<sup>31</sup> another method of determining the representative fraction must be applied.

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<sup>31</sup> For conversion figures for some obsolete systems of measurement, see Amiran & Schick's *Geographical Conversion Tables*, Doursther's *Dictionnaire Universel des Poids et Mesures Anciens et Modernes*, Fenna's *Elsevier's Encyclopedic Dictionary of Measures*, or Johnstone's *For Good Measure*.

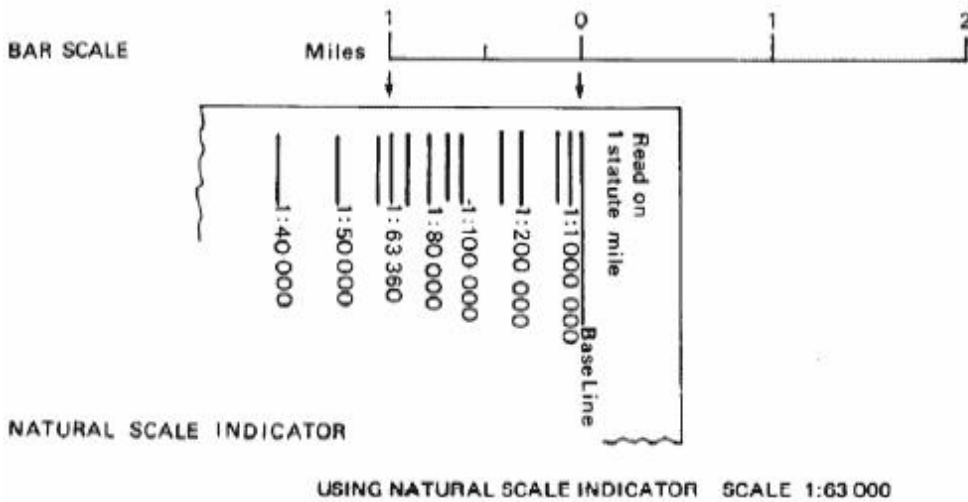
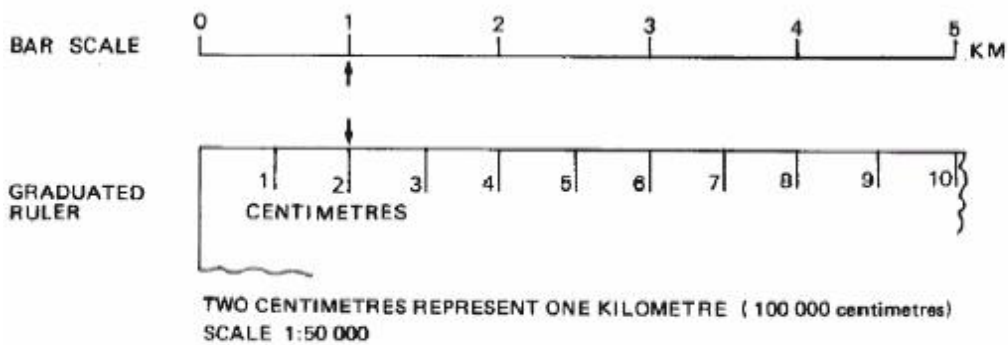
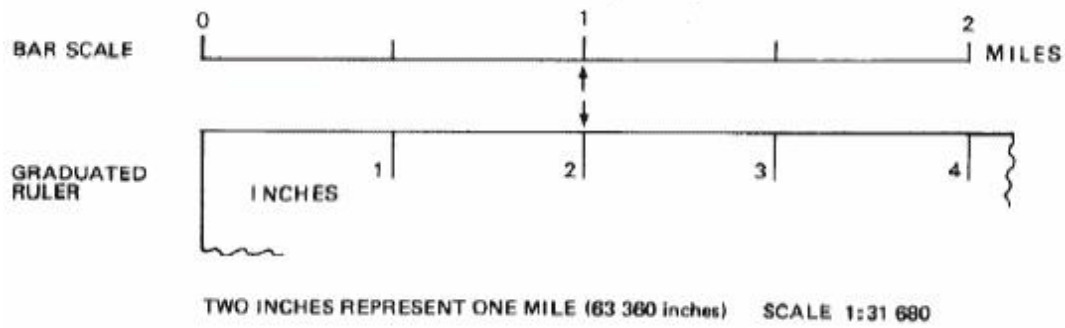


Figure J2. Graphic scale conversions to representative fractions using a graduated ruler or natural scale indicator.

## APPENDIX J. SCALE

### 1. 2 miles in units of the bar scale measure 4 inches with a ruler:

4 inches (on map) represents 2 miles (Earth)

1 mile = 63,360 inches (from J4.1 conversion table)

2 miles = 2 x 63,360 inches

The ratio is:

4:(2 x 63,360)

or

1:(2 x 63,360) / 4

or

1:31,680

### 2. 2,000 yards in units of the bar scale measure 1.14 inches with a ruler:<sup>32</sup>

1.14 inches (on map) represents 2,000 yards (Earth)

1 yard = 36 inches (common knowledge)

2,000 yards = 2,000 x 36 inches

The ratio is:

1.14:(2,000 x 36)

or

1:(2,000 x 36) / 1.14

or

1:63,158

---

<sup>32</sup> The example illustrates the inherent limitation of accurate measurement when this method is used for small-scale maps. In this case, the map is actually at a scale of 1:63,360 or 1 inch to the mile. To achieve this degree of accuracy, the measurement with the ruler would have needed to be 1.13636 inches ( $1:(2,000 \times 36) / 1.13636 = 1:63,360$ ).

3. 50 chains in units of the bar scale measure  $1\frac{1}{2}$  inches with a ruler:

$1\frac{1}{2}$  inches (on map) represents 50 chains (Earth)

1 chain = 792 inches (from J4.1 conversion table)

50 chains =  $50 \times 792$  inches

The ratio is:

$1\frac{1}{2} : (50 \times 792)$

or

$1 : (50 \times 792) / 1.5$

or

1:26,400

## 4. 5 kilometers (km) in units of the bar scale measure 10 centimeters (cm) with a ruler:

10 cm (on map) represents 5 km (Earth)

1 km = 100,000 cm (from J4.2 conversion table)

5 km =  $5 \times 100,000$  cm

The ratio is:

$10 : (5 \times 100,000)$

or

$1 : (5 \times 100,000) / 10$

or

1:50,000

## 5. 1,000 toises (French measure before 1793) in units of the bar scale measure 28.1 cm with a ruler:

28.1 cm (on map) represents 1,000 toises (Earth)

1 toise = 1.949 meters (from J4.4 conversion table)

1 meter = 100 cm (from J4.2 conversion table)

1 toise =  $1.949 \times 100$  cm

## APPENDIX J. SCALE

$$1 \text{ toise} = 194.9 \text{ cm}$$

$$1,000 \text{ toises} = 1,000 \times 194.9 \text{ cm}$$

The ratio is:

$$28.1 : (1,000 \times 194.9)$$

or

$$1 : (1,000 \times 194.9) / 28.1$$

or

$$1 : 6,936$$

### J2.3. Conversion from scale expressed graphically using the map's graticule

The following formula can be used to calculate an approximate representative fraction using latitude from a map's graticule, without a natural scale indicator:

$$n / 11,000,000$$

where

**n** is the number of centimeters measured on the map for one degree of latitude

**11,000,000** represents the approximate number of centimeters on the ground for one degree of latitude.

1. One degree of latitude on the map measures 44 cm:

$$44 / 11,000,000$$

or

$$250,000$$

The unknown scale is: 1:250,000

2. One degree of latitude on the map measures 26.5 cm:

$$26.5 / 11,000,000$$

or

$$415,000$$



The unknown scale is: 1:415,000

#### **J2.4. Determination of the representative fraction by means of comparison with a map of known scale (comparison method)**

This method provides a useful check for the representative fraction values obtained by other means. It can be used to obtain a representative fraction for a map that has no indication of scale and for which no scale can be determined from a secondary source. This method can always be applied if all other means of scale determination fail.

It must be realized that this method is one of the least accurate ways of calculating the representative fraction and that background knowledge of cartography is necessary for its correct application. The method involves an actual scale calculation from measurements taken on the map itself. The accuracy of the calculation depends to a large extent on:

- a) the scale of the map of known scale on which a distance is measured
- b) the projection of that map and the map of unknown scale
- c) the location and direction from which distances are measured.

Such measurements will be more accurate if taken from the central area of the map (e.g., for many small-scale maps, the scale is true only at the equator). They should be taken east-west along the parallels, or north-south along the meridians. If the map projection has one or more standard parallels, measurements taken along those parallels will be true to scale. However, early chart measurements along the north-south trending coastlines are more accurate than east-west measurements.

The method is based on obtaining the true (ground) distance between two identifiable points on the map. This true (ground) distance is obtained by measuring from a map of known scale and accuracy. Once the true (ground) distance is known between the two identifiable points on the map of unknown scale, use the following formula:

$$\mathbf{n = (m \times a) / b}$$

where

**n** is the denominator of the scale fraction of the map with unknown scale

## APPENDIX J. SCALE

**m** is the denominator of the scale fraction of the map with known scale

**a** is the distance measured on the map with known scale between two identifiable points

**b** is the distance measured on the map with unknown scale between the same two identifiable points.

Note: The **a** and **b** measurements must be in the same units.

1. The distance between two identifiable points on a map of unknown scale measures 5 cm. The distance between the same points on a map at a scale of 1:50,000 measures 25 cm.

$$n = (50,000 \times 25) / 5$$

$$n = 250,000$$

The unknown scale is: 1:250,000

2. The distance between two identifiable points on a map of unknown scale measures 29.6 inches. The distance between the same points on a map at a scale of 1:50,000 measures 37.5 inches.

$$n = (50,000 \times 37.5) / 29.6$$

$$n = 63,345$$

The unknown scale is: 1:63,345

Some further checking with other methods of determination of the representative fraction showed that the map was at a scale of 1:63,360 or 1 inch to the mile. Again, it must be stressed that no flat map has a constant scale over its entire surface. Scales are usually only true at a point, or along a certain line (meridian or parallel) on the map.

To check whether any gross inaccuracy is made, it is wise to determine the representative fraction by several methods or to identify and measure two distances, preferably in different directions, and average the representative fractions thus obtained.

### J3. Rounding scale determinations

The scale for any cartographic resource is an approximation. For early cartographic materials it is even more imprecise, as the tools used were not always as accurate as modern ones. For items without a scale statement or with one in an older unit of measure, it is up to each cataloging agency to decide whether the scale will be determined by the cataloger or the phrases "Scale not given" and "Scale not determined" will be used instead, as appropriate.

If the decision has been made to establish the scale in such cases, then the denominator may be rounded off as follows:

<b>RANGE OF SCALE (denominator of representative fraction)</b>	<b>ROUND OFF TO NEAREST</b>
250-999	whole number
1,000-9,999	10
10,000-99,999	100
100,000-999,999	1,000
1,000,000-9,999,999	10,000
10,000,000-99,999,999	100,000
100,000,000	1,000,000

### J4. Measurement conversion tables

#### J4.1. Conversion within the British system

<b>UNITS</b>	<b>STATUTE MILES</b>	<b>YARDS</b>	<b>FEET</b>	<b>INCHES</b>
Acre		4,830	43,560	
Cable (English 1305-1825; U.S. Navy)		240	720	8,640
Cable (English Imperial 1826- ; U.S. ordinary)		200	600	7,200
Cable (British and German navies)		202.66	608	7,296
Cable (France and Spain)		218.6	656	7,872
Chain		22	66	792
Fathom		2	6	72

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Furlong		220	660	7,920
League	3	5,280	15,840	190,080
Link				7.92
Mile, Nautical (British, geographic, air, sea)	1.1515	2,026.75	6,080.27	72,963.24
Mile, Nautical (International)	1.1507	2,025.37	6,076.1	72,913.2
Mile, Nautical (U.S., to July 1, 1954)	1.1515	2,026.73	6,080.21	72,962.52
Mile, Statute	1	1,760	5,280	63,360
Pace (English)		1.666	5	60
Pace (U.S.)		1 to 1.1	3 to 3.3	36 to 39.6
Pace (U.S. military, double time in parentheses)		0.83 (1)	2.5 (3)	30 (36)
Perch, Pole, Rod, Lug		5.5	16.5	198
Perch (Quebec) <sup>33</sup>		6.3945	19.1835	230.2

**J4.2. Conversion within the metric system**

UNITS	MM	CM	M	KM
1 mm =	1	0.1	0.001	0.000001
1 cm =	10	1	0.01	0.00001
1 m =	1,000	100	1	0.001
1 km =	1,000,000	100,000	1,000	1

<sup>33</sup> The values cited on p. 12 of *For Good Measure* (17.8 ft or 6.39 yds) are incorrect, since 6.39 yards equal 19.17 feet. Calculations based on *Dictionnaire Universel des Poids et Mesures* (values for perche de l'arpent de Paris) indicate that 6.3945 yards is correct, therefore, 19.1835 feet should be the correct figure.

One perche de l'arpent de Paris equals 18 pied de Paris. Before 1812, this was equivalent to a pied de roi (12.78 inches or 324.84 mm). After 1812, the pied de Paris is 13.124 inches or 333.33 mm. Note that in Quebec, the pied remained at 12.78 inches.

**J4.3. Conversion between metric and British systems**

UNITS	BRITISH SYSTEM EQUIVALENT
1 kilometer	0.6213 mile
1 kilometer	0.539957 international nautical mile
1 meter	1.0935 yards 3.28 feet 39.37 inches
1 centimeter	0.3937 inch

**J4.4. Other units of linear measure**

UNITS	EQUIVALENT
Arpent	180 French feet = 58.476 m = 65.6 yards = 191.835 English feet
Duim (Holland)	1.0 cm = 0.3937 inch
Lieue (Old France)	2,280.3 toises = 84 arpents = 4.4 km = 2.76 statute miles
Lieue (Paris)	84 arpents = 4.908 km = 16,114.14 feet = 3.0519 statute miles
Lieue de 25 au degré (France)	4.44 km = 2.76 statute miles
Lieue de 22 <sup>2</sup> / <sub>9</sub> au degré (France)	5.0 km = 3.1 statute miles
Lieue de 20 au degré (France) (also known as lieue marine de 20 au degré (France and Holland))	5.556 km = 3.45 statute miles
Lieue de poste (France) (also known as lieue legal de 28½ au degré)	3.8981 km = 2.422 statute miles
Lieue de Hollande de 20,000 anciens pieds d'Amsterdam	5.66 km = 3.52 statute miles
Lieue de 20,000 pieds du Rhin (Holland)	6.277 km = 3.9 statute miles
Pied de roi (France; French foot) (8th century– 1668)	32.569 cm = 1.06853 feet
Pied de roi (France; French foot) (1668-1840)	32.484 cm = 1.06575 feet
Pied usuel (France) (1821-1840)	33.333 cm = 1.0936 feet

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Pouce (France) (1668-1840)	2.707 cm = 1.06575 inches
Toise (ancienne) de Paris (6 French feet)	1.9490 m = 6.3945 feet
Toise usuelle/metrique	2.0 m = 6.562 feet
Werst (verst, werste) (Russia)	1.06678 km = 1,166 <sup>2</sup> / <sub>3</sub> yards = 3,500 feet

**J4.5. Selected units of measure related to one kilometer**

1 kilometer equals	513 toise ancienne de Paris
	500 toise usuelles/metriques
	0.2565 lieue de poste de 2,000 toises
	0.225 lieue de 25 au degré
	0.2 lieue moyenne de 22 <sup>2</sup> / <sub>9</sub> au degré
	0.18 lieue de 20 au degré
	0.54 mille marine de 60 au degré

**J4.6. Miles per inch**

MILES PER INCH	SCALE	MILES PER INCH	SCALE	MILES PER INCH	SCALE
1	1:63,360	21	1:1,330,560	41	1:2,597,760
2	1:126,720	22	1:1,393,920	42	1:2,661,120
3	1:190,080	23	1:1,457,280	43	1:2,724,480
4	1:253,440	24	1:1,520,640	44	1:2,787,840
5	1:316,800	25	1:1,584,000	45	1:2,851,200
6	1:380,160	26	1:1,647,360	46	1:2,914,560
7	1:443,520	27	1:1,710,720	47	1:2,977,920
8	1:506,880	28	1:1,774,080	48	1:3,041,280
9	1:570,240	29	1:1,837,440	49	1:3,104,640
10	1:633,600	30	1:1,900,800	50	1:3,168,000
11	1:696,960	31	1:1,964,160	51	1:3,231,360
12	1:760,320	32	1:2,027,520	52	1:3,294,720
13	1:823,680	33	1:2,090,880	53	1:3,358,080

14	1:887,040	34	1:2,154,240	54	1:3,421,440
15	1:950,400	35	1:2,217,600	55	1:3,484,800
16	1:1,013,760	36	1:2,280,960	56	1:3,548,160
17	1:1,077,120	37	1:2,344,320	57	1:3,611,520
18	1:1,140,480	38	1:2,407,680	58	1:3,674,880
19	1:1,203,840	39	1:2,471,040	59	1:3,738,240
20	1:1,267,200	40	1:2,534,400	60	1:3,801,600

### J5. Some notes about variable scale

Variable scale refers to one map, etc., that is drawn on a variable scale. For example, a city map may be drawn with the central part of the city at a large scale (e.g., 1:16,000) that changes at a continuous ratio outward to a smaller scale for the outskirts (e.g., 1:28,000). (See Figure J3.)

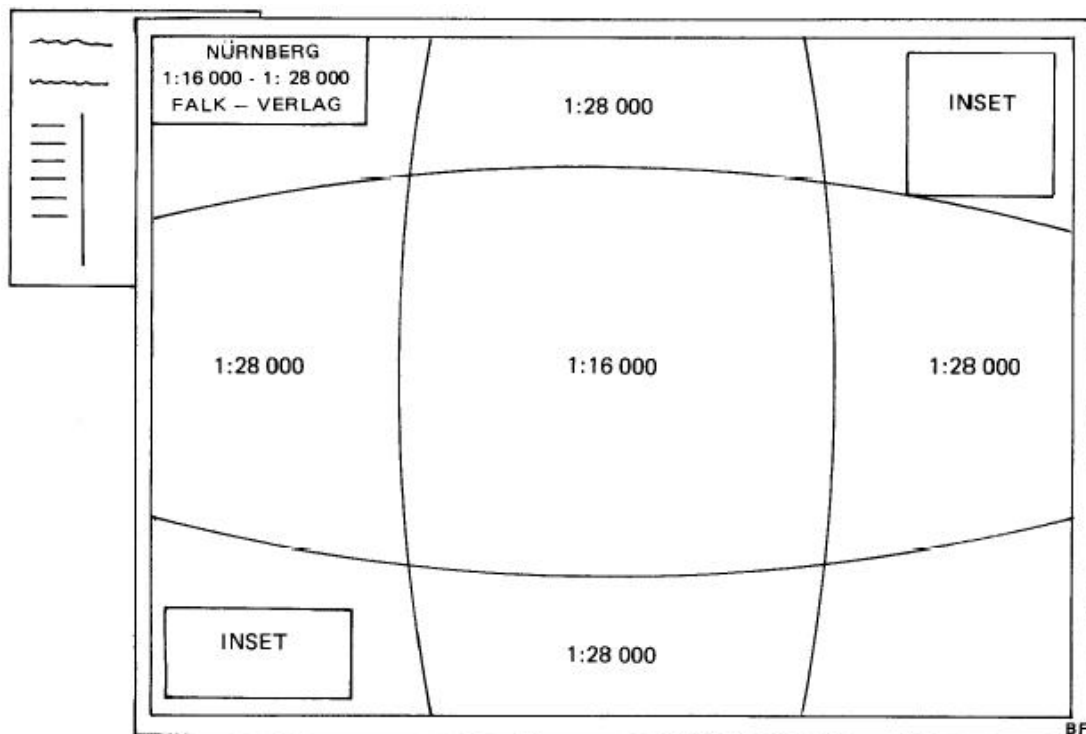


Figure J3. Illustrates variable scale (see 3B2). Scale changes at a continuous ratio, or at set intervals, out from center.

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Scale 1:16,000–1:28,000

All perspective views are drawn on a variable scale, where the scale in the foreground is larger than that in the background and the scale from foreground to background changes at a continuous ratio. Since this is the normal case, “Scale varies” is not generally applied for perspective views. Instead, “Not drawn to scale” is preferred (see 3B3).

For all projections, the scale varies over the surface of a map according to a mathematical formula. Therefore the phrase “Scale varies” is not applicable to maps drawn to the specifications of a projection. For instance, a world map drawn on a Mercator projection with a given scale of 1:22,000,000 has that scale only at the equator. Although the scale at 80° north or south is 1:33,000,000, the scale at the equator, 1:22,000,000, is recorded in the scale statement. Any further information on scale may be recorded in a note (see 7B8.1).



## APPENDIX K. COORDINATES

### K1. Introduction

This appendix provides guidelines for determining the geographic coordinates of cartographic materials (see 3A and 3D) expressed as measurements of latitude and longitude. Latitude measures distance north or south of the equator; longitude measures distance east or west of a prime meridian. When cataloging cartographic materials, longitude should always be recorded as measured from the Greenwich meridian, which has generally been recognized as the international prime meridian since 1884.<sup>34</sup> If the longitude on the item is measured from another meridian, as is often the case with rare cartographic materials, use K2.1 and K2.2 to convert the longitude to Greenwich longitude.

Geographic coordinates may be given using a variety of coordinate systems. The most commonly used is the sexagesimal system, which divides a circle into 360 degrees, each degree of latitude and longitude into 60 minutes, and each minute into 60 seconds. Other coordinate systems include decimal degrees and centesimal degrees. K2.3 and K2.4 provide instructions for converting between decimal and sexagesimal coordinates and between centesimal and sexagesimal coordinates.

Figure K1 may be used as a guide for recording coordinates for specific scale ranges (see 3D2.2). The boundaries between large-scale and medium-scale cartographic items and between medium-scale and small-scale cartographic items are not explicitly indicated, as the interpretation of such scale ranges is not standardized. The leeway shown in the diagram provides scope for assessing the case in hand. If the coordinates given on the item are more detailed than those suggested by the diagram, record them as given on the item.

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<sup>34</sup> See Joachim Neumann's *Enzyklopädisches Wörterbuch Kartographie in 25 Sprachen = Encyclopedic dictionary of cartography in 25 languages*, p. 82.

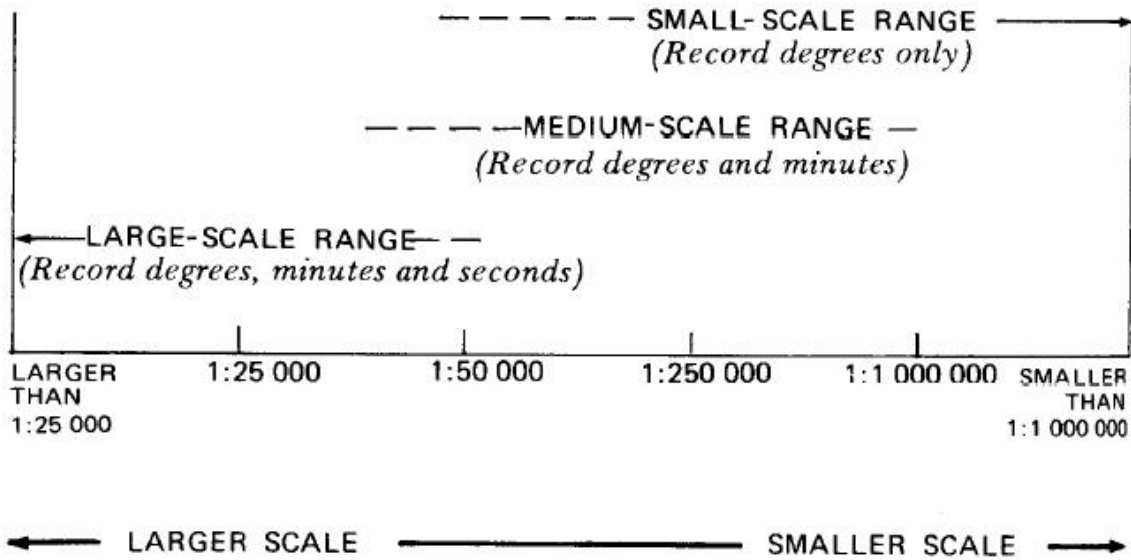


Figure K1. Guide for recording coordinates for specific scale ranges.

## K2. Coordinate conversion tables

### K2.1. Greenwich longitude of various prime meridians

Amersfoort, Netherlands	5° 23' 00" E
Amsterdam, Netherlands	4° 53' 01" E
Antwerp, Belgium	4° 22' 50" E
Athina (Athens), Greece	23° 42' 59" E
Batavia, East Indies see Jakarta, Indonesia	
Beijing (Peking), China	116° 28' 10" E
Berlin, Germany	13° 23' 55" E
Bern, Switzerland	7° 26' 22" E
Bogotá, Colombia	74° 04' 53" W
Bombay, India see Mumbai, India	
Bruxelles (Brussels), Belgium	4° 22' 06" E
București (Bucharest), Romania	26° 07' 00" E
Cádiz, Spain	6° 17' 42" W
Canberra, Australia	149° 08' 00" E
Capetown, South Africa	18° 28' 41" E
Caracas, Venezuela	66° 55' 50" W
Celebes, Indonesia see Sulawesi, Indonesia	
Chennai (Madras), India	80° 14' 50" E

Copenhagen, Denmark see København, Denmark	
Córdoba, Argentina	64° 12' 03" W
Djakarta (Batavia), Indonesia see Jakarta, Indonesia	
Ferro (Hierro), Canary Islands (exactly 20° west of Paris)	17° 39' 46" W
Genova (Genoa), Italy	8° 55' 00" E
Helsinki, Finland	24° 57' 17" E
Istanbul, Turkey	28° 58' 50" E
Jakarta, Indonesia	106° 48' 28" E
Julianehaab, Greenland see QaQortoq (Julianehaab), Kalaallit Nunaat (Greenland)	
København, Denmark	12° 34' 40" E
Leningrad, Russia see St. Peterburg (Leningrad), Russia	
Lisboa (Lisbon), Portugal	9° 11' 10" W
London, U.K.	0° 05' 43" W
Madras, India see Chennai (Madras), India	
Madrid, Spain	3° 41' 15" W
Mexico City, Mexico	99° 40' 11" W
Moskva (Moscow), Russia	37° 34' 15" E
Mumbai (Bombay), India	72° 48' 55" E
Munich, Germany	11° 36' 32" E
Napoli (Naples), Italy	14° 15' 42" E
Oslo (Christiania), Norway	10° 43' 23" E
Padang, Indonesia (Sumatra)	100° 22' 01" E
Paris, France	2° 20' 14" E
Peking, China see Beijing (Peking), China	
Philadelphia, Pa., U.S.A.	75° 08' 55" W
Pico, Azores, Portugal	28° 25' 00" W
Pulkovo (St. Peterburg), Russia (South of St. Peterburg, seat of the National Observatory)	30° 19' 39" E
QaQortoq (Julianehaab), Kalaallit Nunaat (Greenland)	46° 02' 22" W
Quito, Ecuador	70° 30' 00" W
Rio de Janeiro, Brazil	43° 01' 21" W
Roma (Rome), Italy	12° 29' 05" E
Rotterdam, Netherlands	4° 29' 46" E
San Fernando, Spain	6° 12' 00" W
Santiago, Chile	70° 41' 00" W
Singkawang, Indonesia (Island of Borneo)	108° 59' 41" E
South Sumatera, Indonesia	103° 33' 00" E

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Stockholm, Sweden	18° 03' 30" E
St. Peterburg (Leningrad), Russia	30° 18' 59" E
Sucre, Bolivia	65° 15' 00" W
Sulawesi, Indonesia	121° 48' 00" E
Sydney, Australia	151° 12' 23" E
Tenerife, Canary Islands	16° 35' 00" W
Tiranë, Albania	19° 46' 45" E
Tokyo, Japan	139° 44' 40" E
Washington, D.C., U.S.A	77° 00' 34" W

### K2.2. Conversion to Greenwich longitude

In maps with a prime meridian other than Greenwich, the conversion of the maps' coordinates to Greenwich longitude requires adding or subtracting what is called the "Greenwich difference" in the guidelines below. The "Greenwich difference" refers to the Greenwich longitude of the map's non-Greenwich prime meridian (i.e., the difference in degrees, minutes, and seconds between the Greenwich meridian and the non-Greenwich meridian).

#### K2.2.1. For prime meridians with East longitude:

- To convert the East longitudes, add the Greenwich difference. When adding yields a number greater than 180, subtract the sum from 360 and change the hemisphere.
- To convert the West longitudes, subtract from the Greenwich difference and change the hemisphere; or subtract the Greenwich difference, whichever yields a positive number.

*Example:* Paris (2° 20' 14" E). Coordinates expressed using Paris longitude are indicated by **(P)** in the chart below; their equivalent coordinates, converted to Greenwich longitude, are indicated by **(G)**.

42° 03' 49" E (P)	becomes	44° 24' 03" E (G)	(42° 03' 49" + 2° 20' 14")
179° 45' 07" E (P)	becomes	177° 54' 39" W (G)	(360° - (179° 45' 07" + 2° 20' 14"))
1° 15' 14" W (P)	becomes	1° 05' 00" E (G)	(2° 20' 14" - 1° 15' 14")
19° 47' 33" W (P)	becomes	17° 27' 19" W (G)	(19° 47' 33" - 2° 20' 14")

#### K2.2.2. For prime meridians with West longitude:

- To convert the East longitudes, subtract from the Greenwich difference and change the hemisphere; or subtract the Greenwich difference, whichever yields a positive number.

- To convert the West longitudes, add the Greenwich difference. When adding yields a number greater than 180, subtract the sum from 360 and change the hemisphere.

*Example:* Ferro (17° 39' 46" W). Coordinates expressed using Ferro longitude are indicated by **(F)** in the chart below; their equivalent coordinates, converted to Greenwich longitude, are indicated by **(G)**.

8°	22'	E (F)	becomes	9°	17'	46"	W (G)	(17° 39' 46" – 8° 22')
32°	14'	E (F)	becomes	14°	34'	14"	E (G)	(32° 14' – 17° 39' 46")
63°	28'	W (F)	becomes	81°	07'	46"	W (G)	(63° 28' + 17° 39' 46")
173°	25'	W (F)	becomes	168°	55'	14"	E (G)	(360° – (173° 25' + 17° 39' 46"))

### K2.3. Conversion from decimal degrees to sexagesimal system and back

Remember that there are 60 minutes in a degree and 60 seconds in a minute, or 3,600 seconds in a degree. To convert a coordinate from DD (decimal degrees) to DMS (degrees, minutes, seconds), first determine its hemisphere based on whether the number is positive or negative. If the coordinate represents longitude: negative means West, positive means East. If the coordinate represents latitude: negative means South, positive means North. Then, apply the following formula:

$$D = \text{integer of } (DD)$$

$$M = \text{integer of } (DD - D) \times 60$$

$$S = (DD - (D + (M/60))) \times 60$$

$$\text{To go back: } DD = D + (M/60) + (S/3,600)$$

1. Example: DD –105.234156 becomes W 105° 14' 2.96"

Negative longitude = West

$$D = 105$$

$$M = .234156 \times 60 = 14.04936$$

$$S = .04936 \times 60 = 2.9616$$

To go back to DD:

$$\begin{aligned} W \ 105 + (14/60) + (2.9616/3,600) &= 105 + 0.233333 + 0.00082267 = \\ -105.234156 \text{ DD} \end{aligned}$$

2. Example: DD 39.978832 becomes N 39° 58' 43.79"

Positive latitude = North

$$D = 39$$

$$M = .978832 \times 60 = 58.72992$$

$$S = .72992 \times 60 = 43.7952$$

To go back to DD:

$$N \ 39 + (58/60) + (43.79/3,600) = 39 + .966667 + .012165 = 39.978832 \text{ DD}$$

Scientific calculators and online conversion tools, many of which are freely available, can also be used for decimal degree conversion. The Windows operating system used on many personal computers includes a scientific calculator as one of its accessories.

**K2.4. Conversion from centesimal to sexagesimal system**

The sexagesimal division of the circle is now virtually universal in cartographic work. However, in the eighteenth century, French scientists devised the centesimal division of the circle using the metric system. Today there exist large numbers of maps of France and its former colonial territories based on such a system. It can be quite confusing due to the relative closeness of the values.

In the centesimal system, a circle is divided into 400 grads. (A right angle is 90° in the sexagesimal system, and 100 grads in the centesimal system.) Each grad is in turn divided into 100 minutes and each minute into 100 seconds. The centesimal values can be expressed in regular decimal form or as minutes and seconds. The grad is shown as "G" and the centesimal minutes and seconds have the same marks as the sexagesimal ones, but with the slopes of the marks in the opposite direction.

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Sexagesimal notation:	37° 23' 12"
Centesimal notation:	48 <sup>g</sup> .5734 or 48 <sup>g</sup> 57' 34''

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The process of conversion is very simple. It is known that 90° equals 100<sup>g</sup> and that 60 sexagesimal minutes or seconds equal 100 centesimal minutes or seconds. Through a simple proportion, multiply the centesimal values by 0.9 to obtain

sexagesimal degrees and multiply the remainders by 60 to obtain sexagesimal minutes and seconds.

Example: The latitude of downtown Ho Chi Minh City (formerly called Saigon) is  $11^{\text{G}}.9727$  or  $11^{\text{G}} 97' 27'' \text{N}$ , which converts to a sexagesimal value of  $10^{\circ} 46' 32'' \text{N}$ :

Degrees =  $11.9727 \times .9 = 10.77543 = 10^{\circ}$  (with a remainder of .77543 representing the minutes and seconds)

Minutes =  $.77543 \times 60 = 46.5258 = 46'$  (with a remainder of .5258 representing the seconds)

Seconds =  $.5258 \times 60 = 31.5480 = 32''$

When making a longitude conversion from centesimal French grads to sexagesimal longitude, note that a map with French grads will very likely be using the meridian through Paris as the prime meridian. If that is the case, after converting the centesimal longitude coordinates to the sexagesimal system, it will be necessary to also convert the coordinates to Greenwich longitude (see K2.2).

### **K2.5. Conversion from grid coordinates to sexagesimal system**

Grid coordinates are used on some maps and relate to a standardized map grid using a stated projection and spheroid. Grid coordinates are expressed in eastings and northings from a given reference point. This method of representing coordinates results in a number of zones. The process of conversion is different for each grid type, and so a table for conversion is not given below.

Online resources for conversion of grid coordinates to DMS (degrees, minutes, seconds) include:

Australian Map Grid  
<http://www.ga.gov.au/earth-monitoring/geodesy/geodetic-techniques/calculation-methods.html#coords>

New Zealand Map Grid  
<http://apps.linz.govt.nz/coordinate-conversion/>

United States National Grid  
<http://www.ngs.noaa.gov/TOOLS/usng.shtml>

**K3. Guidance for determining and recording coordinates in specific cases**

**K3.1.** Give the longitudinal coordinates for world maps and globes as W 180°--E 180°, disregarding all overlap, and disregarding the relative location of the continents. This information may be given in a note (see 7B8), e.g., North America at center. Give the latitudinal coordinates as N 90°--S 90°, disregarding the overlap. If the latitudinal coordinates do not extend to the poles, record the maximum extent.

(W 180°--E 180°/N 90°--S 90°)

(W 180°--E 180°/N 84°--S 70°)

not (E 90°--E 95°/N 84°--S 70°)

(Comment: These are the coordinates at the four corners of the map that has an overlap of 5°; North America in center)

(W 180°--E 180°/N 86°--S 68°)

not (E 85°--E 85°/N 86°--S 68°)

(Comment: These are the coordinates at the four corners of the map that has no overlap; North America in center)

**K3.2.** Give coordinates for maps on a polar projection centered on the North or South Pole in the conventional form specified above. (See Figure K2.)

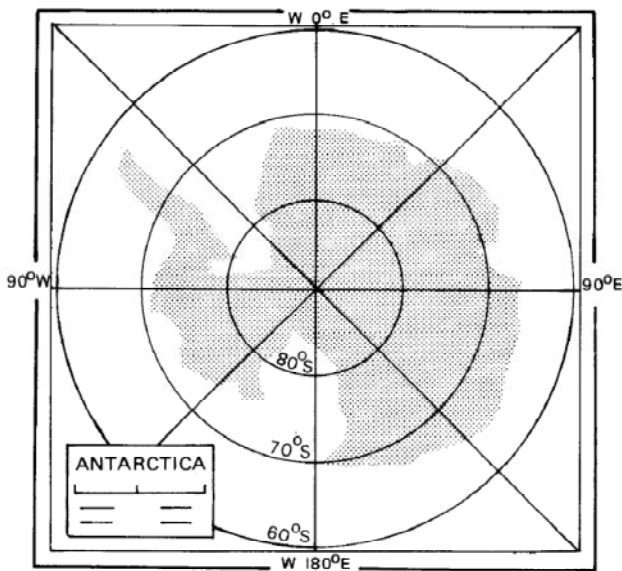


Figure K2. Polar projection.



(W 180°--E 180°/S 60°--S 90°)

(W 180°--E 180°/N 90°--N 40°)

(Comment: Centered on the North Pole)

(W 180°--E 180°/S 35°--S 90°)

(Comment: Centered on the South Pole)

(W 180°--E 180°/S 20°--S 90°)

(Comment: Centered on the South Pole)

(W 180°--E 180°/S 60°--S 90°)

(Comment: Centered on the South Pole)

**K3.3.** For items where the surrounding area is not treated in the same degree of detail, record the coordinates for the four corners or for the significant or principal mapped area. (See Figure K3.)

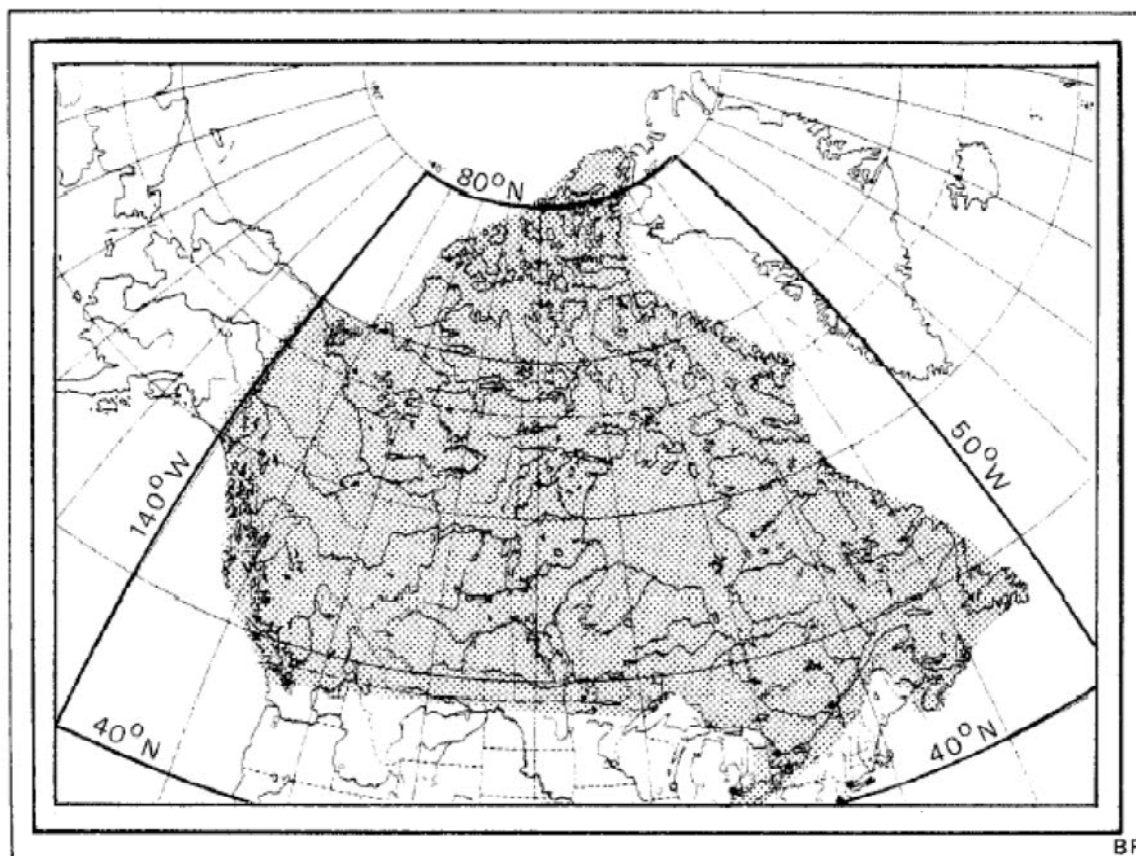


Figure K3. Map has varying degrees of detail.

(W 141°--W 50°/N 85°--N 42°)

**K3.4.** When the coordinates printed on the item do not extend to the neat line or the edge of the item, establish them as precisely as possible by extrapolation. (See Figure K4.)

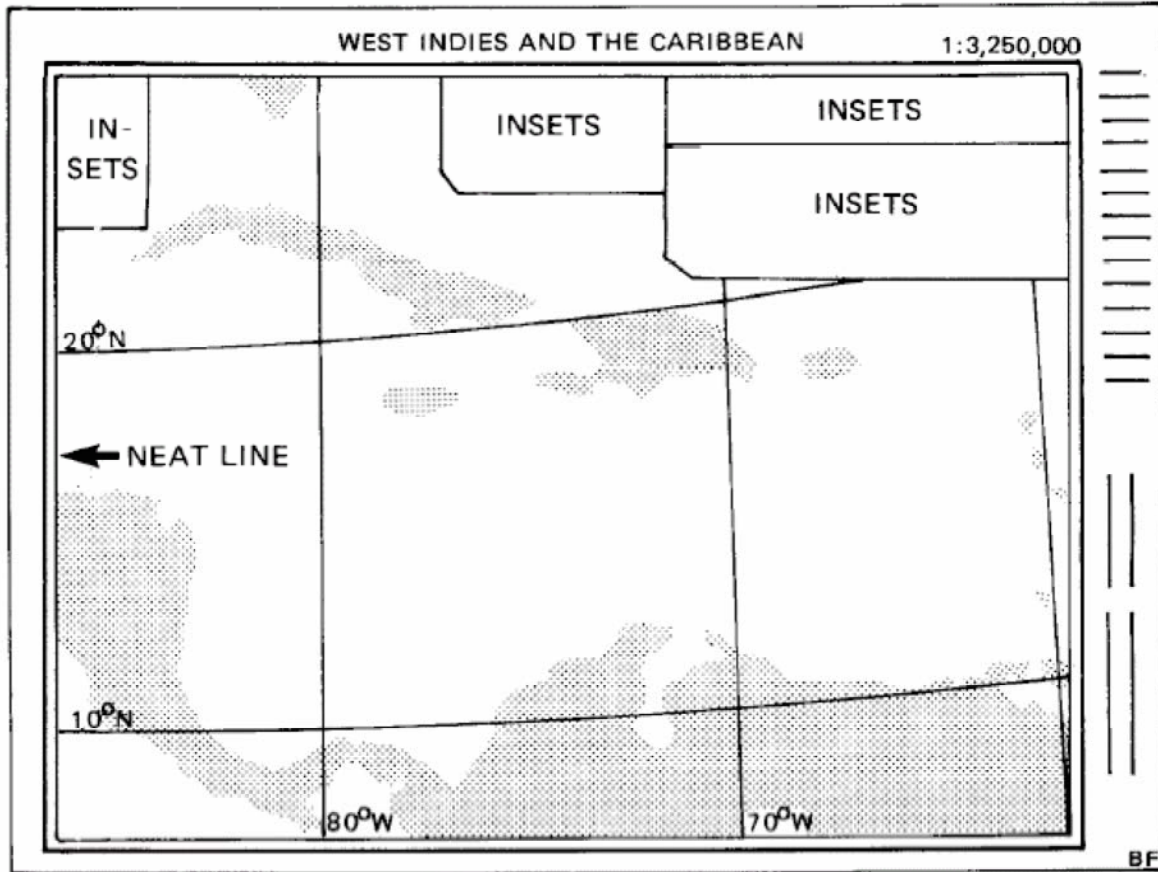


Figure K4. Coordinates extrapolated to neat line.

(W 86°--W 60°/N 27°--N 7°)

**K3.5.** For a cartographic item within which the scale varies (as in Figure J3), record the coordinates for the maximum extent. For a multipart monograph where maps depict the same geographic area but are at different scales, record the coordinates for the maximum extent.

**K3.6.** If the map has an inset showing a continuation of the named area that is not included in the main map, include the continuation in the statement of coordinates regardless of the scale of the extension. Any differences in scale may be recorded in a note. (See Figure K5.)

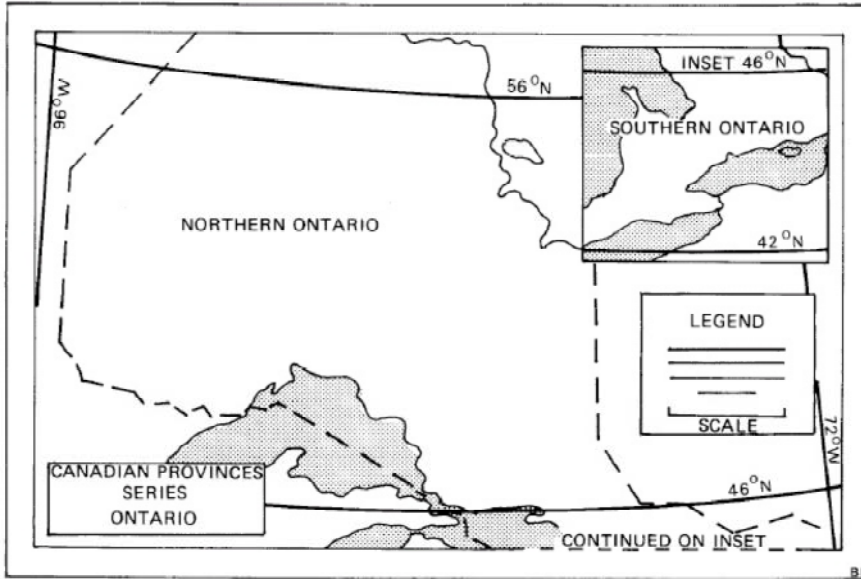


Figure K5. One map, continuing in an inset.

(W 96°--W 72°/N 57°--N 42°)

If the map is printed in segments on one sheet, record the coordinates for the whole map as if the segments were joined. (See Figures K6 and K7.)

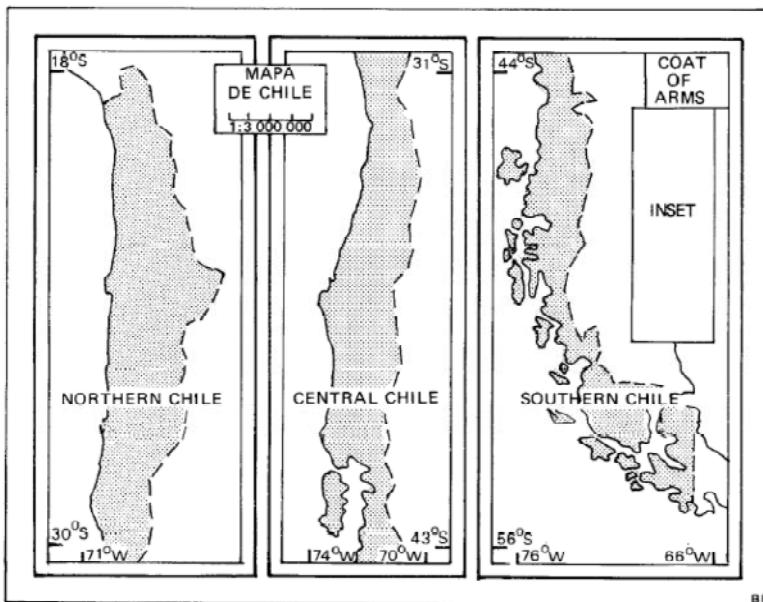


Figure K6. One map printed in segments on one sheet.

(W 76°--W 66°/S 18°--S 56°)

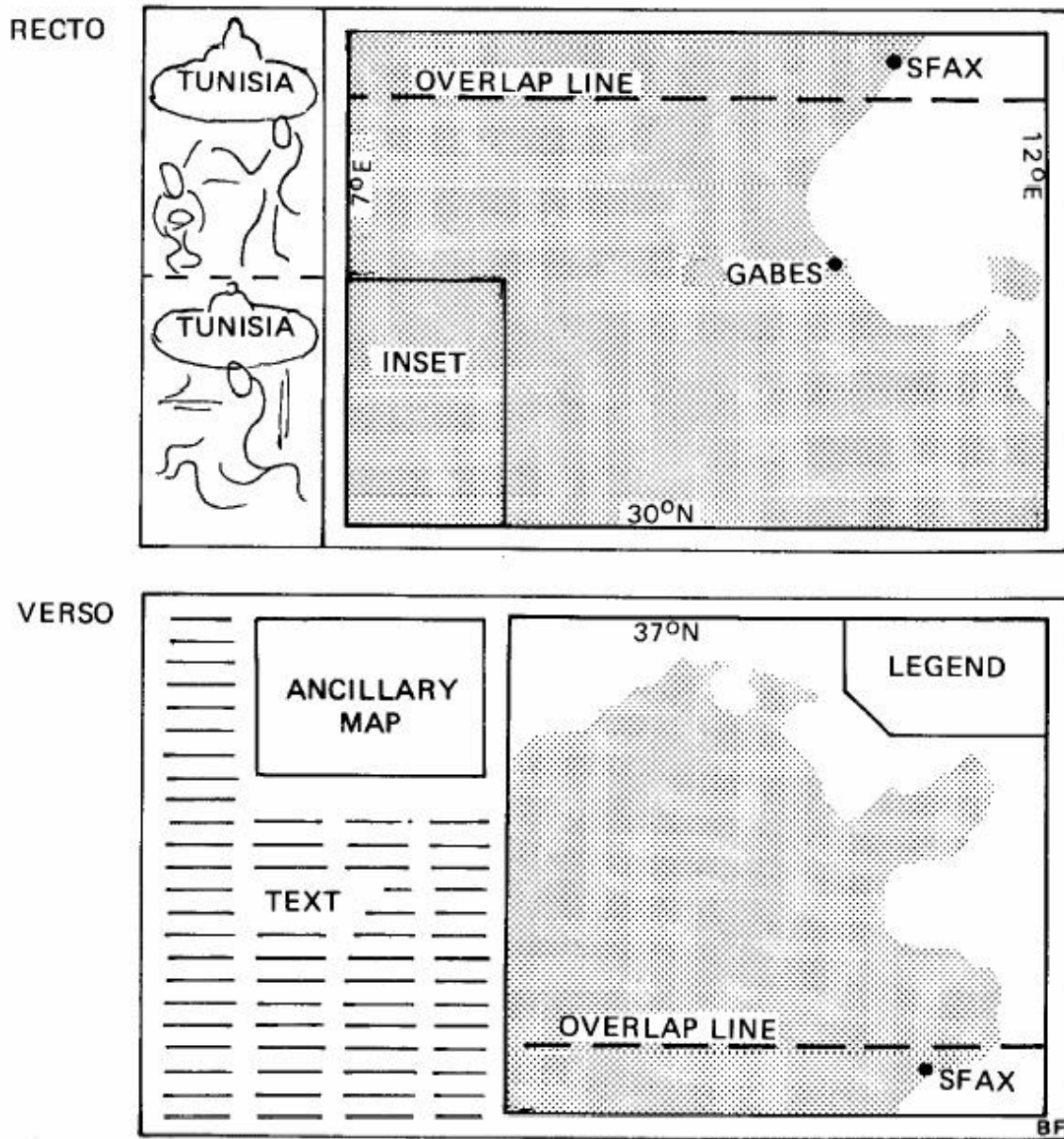


Figure K7. One map on both sides of one sheet.

(E 7°--E 12°/N 37°--N 30°)

If the map is printed on separate sheets that are meant to be joined together, record the coordinates of the whole map as if the segments were joined. (See Figure K8.)

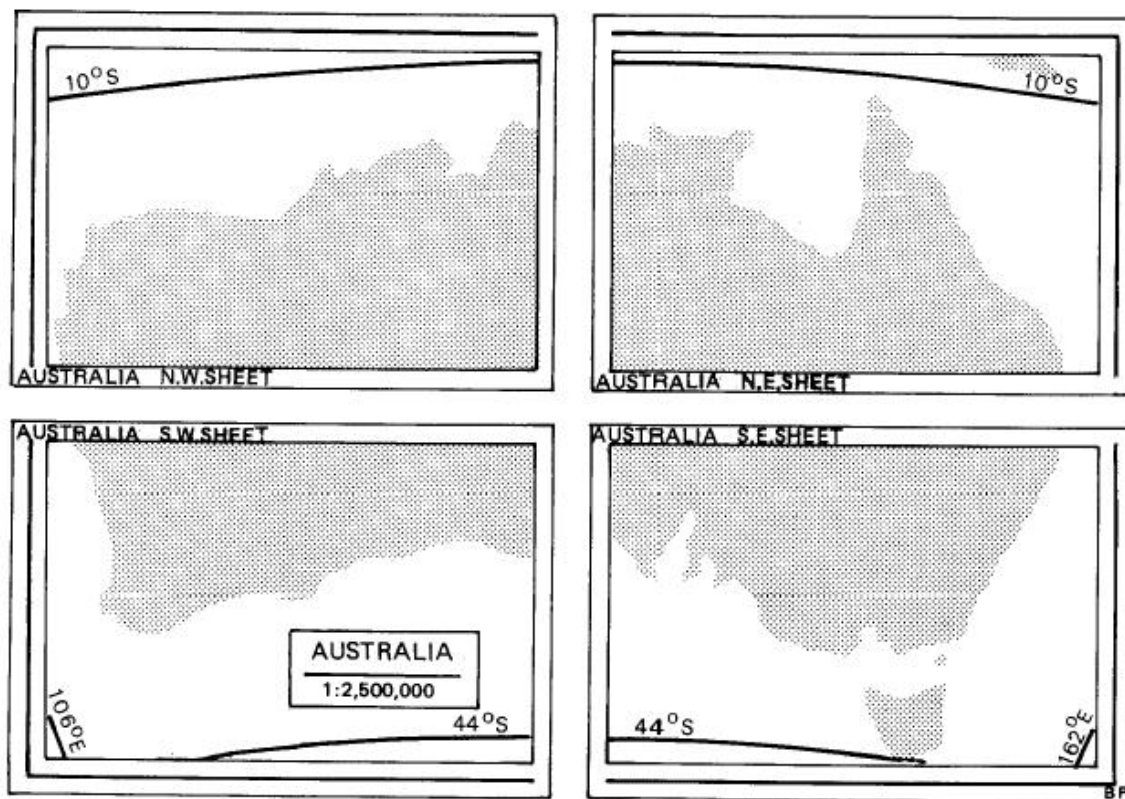


Figure K8. One map on two or more sheets.

(E 106°--E 162°/S 10°--S 44°)

**K3.7.** *Optionally*, if coordinates are not given in the material, establish them as accurately as possible by consulting an authoritative reference source (such as a gazetteer, database, or online bounding box tool) or by comparing the material to another cartographic resource with coordinates that cover the same area. If the reference source provides coordinates reflecting the present-day boundaries of a jurisdiction or geographic feature, adjust those coordinates as needed to reflect the geographic area actually depicted on the map (e.g., when using a bounding box tool, the initial results generated by the default gazetteer data can be adjusted by zooming, panning, and dragging the bounding edges as needed to more closely approximate the geographic coverage of the material being cataloged).

If coordinates are present in the material but are significantly distorted or inaccurate, these same approaches may also be used as needed to help determine more accurate coordinates for the area represented.

Make a note to indicate when coordinates have been approximated, because they are not given in the material, or when coordinates have been corrected because they are given in the material in significantly distorted or inaccurate form (see 7B8.3).

(W 122°31'--W 122°21'/N 37°49'--N 37°42')

*Note:* Coordinates not present on map; approximated by comparison with another map

**K3.8.** *Optionally*, for large-scale maps and plans depicting features such as individual buildings, glaciers, hills, etc., it is acceptable to record only one longitudinal coordinate and one latitudinal coordinate (near the center of the feature) rather than all four geographic coordinates.

(W 116°47'00"/N 50°43'00")

*Note:* Coordinates not present on map; approximated using GeoNames  
(*Comment:* Coordinates for Bugaboo Glacier, British Columbia)

**K3.9.** When the item is of a non-terrestrial area (e.g., Moon, Mars), express the coordinates taken from the local meridian. Record the name of the meridian, if known, in a note.

**K3.10. Atlases.** For those institutions desiring to apply this option to their records for atlases, record the coordinates for the maximum extent of the area covered by the atlas in the statement of coordinates, exclusive of reference maps.

**K3.11. Map series and sets.** For a contiguous-area map series or set that is incomplete at the time of cataloging but is expected to be completed, record the coordinates for the full extent of the intended coverage for the map series or set if available. Use information provided by the publisher, such as an index sheet, showing intended coverage.

Do not record coordinates for a map series or set covering non-contiguous areas (e.g., showing various airports across a country). If considered important, include the coordinates in a contents or other note.

## APPENDIX L. DATE OF SITUATION

### L1. Introduction

The date of situation is the date of the information depicted in the cartographic material. The date of situation does not necessarily correspond to the date of the edition or to the date of publication, distribution, production, etc. For example, in the case of a map issued in 1773 depicting London after the Great Fire of 1666, the map's publication date would be 1773 but its date of situation would be 1666.

```
245 12 $a A plan of the city and liberties of London, shewing
      the extent of the dreadful conflagration in the year
      1666.
260     $a [London] : $b [Printed for R. Baldwin], $c [1773]
650 00 $a Great Fire, London, England, 1666 $v Maps.
```

The date of situation may correspond to either a single date or a range of dates (e.g., 1844-1868). A range of dates indicates that the information used in creating the map was taken from various source materials (e.g., ranging from as early as 1844 to as late as 1868). The date of situation may also be a date in the future or an imaginary date.

The date of situation is considered to be of almost equal importance to the geographic area and subject content of the cartographic material. It will often be incorporated into the subject headings and the call number assigned to the material. Facsimile maps are a particular group for which it is important that the cataloger record the correct date of situation. Other types of maps for which this information may be critical are nautical and aeronautical charts, surface route maps, topographic maps, and maps showing national or international boundaries.

### L2. Recording the date of situation

As instructed in rule 7B1.3, make a note giving the date of situation, unless the date is apparent from the rest of the description.

In MARC 21 bibliographic records, the date of situation may also be recorded in coded form in field 045 if considered important.

```
045 2 $b d1861 $b d1865
245 00 $a Map of Virginia and neighboring states showing the
      location of battles in the Civil War, 1861-1865.
```

260        \$a Buffalo, N.Y. : \$b The Matthews-Northrup Works, \$c  
             [1912]  
651    0    \$a Virginia \$x History \$y Civil War, 1861-1865 \$v Maps.

### **L3. Determining the date of situation**

To determine the date of situation, examine the following in turn:

- › title and statement of responsibility
- › accompanying material
- › marginal data
- › index maps for map series
- › cartographic content
- › other sources

#### **L3.1. Title and statement of responsibility**

Phrases such as “surveyed by” often include a date at which the latest information was gathered and, lacking any further statement relating to revision, should be accepted as the date of situation. Names of cartographers or surveyors may also help to date the information depicted in the material, provided the cataloger can determine the period in which the cartographer or surveyor was active.

#### **L3.2. Accompanying material**

Some types of maps, particularly thematic maps, are published with explanatory booklets. These may provide valuable information relating to the data being portrayed in the map.

#### **L3.3. Marginal data**

Information found in the margin of the material may include compilation statements, sometimes referred to as history notes. Such statements may provide a basis for determining the date of situation (e.g., the statement may feature the date on which aerial photographs were taken, a photoinspection date, a photorevision date, etc.). If a statement of field checking is incorporated into a compilation statement, it should be interpreted as the latest date of information used in preparing the map, unless a subsequent statement of revision appears. Other marginal data that may provide a source for determining the date of



situation include reliability diagrams, air photo coverage diagrams, compilation diagrams, and publisher date codes.

### **L3.4. Index maps for maps series**

Index maps may include a date or dates of compilation for each of the sheets in a map series (see Appendix P). Some index maps also show the date of the survey and date(s) of revision.

### **L3.5. Cartographic content**

The presence or absence of various features in the material itself may provide a clue as to the date of situation, such as:

- › place names (use of a current map, atlas, or gazetteer may help to verify and date name changes)
- › boundaries (both internal boundaries and international borders)
- › communication networks (e.g., roads, railroads, shipping routes, air routes)
- › major developments (e.g., bridges, airports, pipelines, ports)
- › buildings, street names, traffic circulation patterns, public monuments, etc., on large-scale maps and plans

### **L3.6. Other sources**

Other sources that may be helpful in determining the date of situation include:

- › catalogs issued by publishers
- › catalogs of libraries with major cartographic collections (e.g., bibliographic records may contain subject headings with useful dates)
- › carto-bibliographies and other specialized reference works
- › general reference works such as encyclopedias, yearbooks, almanacs, local histories, etc.



## APPENDIX M. NOTES ON SOURCE OF MAP

### M1. Introduction

This appendix provides guidance on making notes to identify the source of a map or other cartographic material being cataloged in situations when the item either appears to have been physically separated from a larger work (its original host item) or appears to be identical with a component part of that larger work. Hereafter, in this appendix, the word “map” has been used to refer to any such cartographic material being cataloged.

Many maps that appear to have been separately published may actually have been published as part of a larger work (e.g., as a plate bound in an atlas). The identification of the atlas or other work from which a map may have been removed is of potential reference value and can provide the basis for an informative note in the bibliographic description. Extreme caution must be used in making this determination, however, since a given map may have been published both as a single sheet and as a part of an atlas. Additionally, there may be only minute variations in the engraving or coloration of a map plate from one edition of an atlas to another or the same plate may have been used in several successive editions.

### M2. “From” notes

Make a note using the introductory term “From” to identify the source of a map only when the map appears to be identical with a plate in an atlas or other work *and* there is physical evidence that the map has been removed from another publication (e.g., a plate number, folds, backing, text on verso, map printed on two sheets joined, etc.). Even the tiniest details in engraving or coloration should be studied and any discrepancy precludes the use of this term. In case of doubt, do not make a “From” note.

When citing the larger work from which the map has been removed, include whatever information is appropriate for easy identification. Abridge the information as needed without using the mark of omission. Provide an added entry for the larger work if considered important.

500      \$a From Braun and Hogenberg's Civitates orbis terrarum,  
1581.

500            \$a From the author's *The theatre of the Empire of Great Britaine*, 1676.

### M3. "Appears in" notes

Make a note using the introductory phrase "Appears in" to identify the source of a map that appears to be identical with a plate in a specific atlas or other work, but exhibits no physical evidence (e.g., a plate number, folds, backing, text on verso, map printed on two sheets joined, etc.) of having been removed from another publication.

500            \$a Appears in Senex's *A new general atlas*, 1721.

The phrase "Appears in" may also be used to describe material that is identical with a plate that appears in several different editions of an atlas or in several different works. This phrase is used even if there is physical evidence that the item has been removed since it is usually impossible to determine which of the different editions or works originally contained the material. Variance between the date of the map and the publication date of an atlas should not affect the decision of whether to add the note. Always cite the earliest edition or work that contains the plate, if known.

500            \$a Appears in Jansson's *Atlas novus*, 1636, and subsequent editions.

500            \$a Appears in Jan Jansson's *Atlantis maioris appendix* (1630) and Hendrik Hondius's *Atlantis maioris appendix* (1631).

However, if the evidence of removal specifically identifies the original publication from which the map appears to have been removed (e.g., although the plate was included in several editions of an atlas, a special type of fold in the plate appears in only one edition), prefer the introductory term "From" for the citation.

### M4. Reference sources

Reference sources, such as bibliographies, will often provide useful information that helps to identify the source of a map. In such cases, the reference source may be indicated as part of the "From" or "Appears in" note and a separate formal "References" note (see 7B15) made to provide a more precise citation.

## APPENDIX M. SOURCE OF MAP

- 500 \$a Appears in Justus Danckerts's Atlas editions after  
1696; see Koeman.
- 510 4 \$a Koeman, C. *Atlantes Neerlandici*, \$c entry Dan 3 (map  
29)
- 500 \$a From Alexis Hubert Jaillot's *Atlas nouveau*, 1681; see  
Pastoureau.
- 510 4 \$a Pastoureau, M. *Atlas français, XVIIe-XVIIIe siècles*, \$c  
entry Jaillot I Aa (map 12)



## APPENDIX N. COMPOSITE ATLASES

### N1. Introduction

This appendix offers guidance in the creation of bibliographic records for composite atlases. A composite atlas, also known as an “atlas factice,” is a unique assemblage of previously issued maps. These maps may have been assembled from the stock of a single mapseller for a particular customer or they may have been assembled by a collector from personal stock. The maps will most often have been bound, in one or more volumes, but loose-leaf atlases are also possible. The atlas may or may not have a title page and, if present, the title page may be printed or manuscript. The atlas may also contain supplementary material such as manuscript maps, printed or manuscript text, and portraits or other illustrations.

It should be noted that there can be many similarities between a composite atlas, as described above, and a collection of sheet maps as described in Appendix B. This is especially true if the maps in question happen to be bound together and do not have a title page. Use judgment, or follow institutional policy, in deciding whether to catalog a unique assemblage of maps using this appendix (which provides guidelines for monograph-level cataloging) or using Appendix B (which provides guidelines for collection-level cataloging). Factors that might suggest treating an item as a composite atlas (i.e., as a monograph) include: the presence of a title page, the presence of title information on a binding or container, the presence of “atlas-like” features such as a frontispiece portrait or table of contents, or an association with a publisher, distributor, etc., known to have engaged in the creation of composite atlases (e.g., the 16th-century publisher, Antoine Lafréry). However, any unique assemblage of previously issued maps that might reasonably be called an atlas may be cataloged as a composite atlas using this appendix.

### N2. Methods of treatment

Depending on institutional policy, a composite atlas can be cataloged as a monograph using either of two methods:

- › create a bibliographic record for the atlas and provide a formal contents note listing all the maps contained in the atlas; *optionally*, provide an analytical added entry for each map (see T2)

- create a bibliographic record for the atlas, with or without a contents note, and create separate bibliographic records for each map contained in the atlas

Whichever method is chosen by the cataloger, the following elements should be included in the bibliographic record for the atlas. If the second method is chosen, the rules in DCRM(C) pertaining to cataloging single-sheet maps should be followed for the individual map bibliographic records and each map record should contain a local note (7A4) citing the composite atlas in which the map is found.

### **N3. Elements of the bibliographic record**

The rules that guide bibliographic description for composite atlas cataloging are the latest editions of AACR2 and CM, supplemented by use of appropriate national rule interpretations. The rules that guide the added entry portions of composite atlas cataloging are the latest edition of RDA, supplemented by use of appropriate national policy statements. Use the rules in conjunction with these guidelines, which are arranged by MARC 21 field. Fields for which no specific cartographic instructions are required are not included here but may be used as appropriate.

#### **Leader and directory**

**06: Type of record.** Use the value **e** (cartographic material).

**07: Bibliographic level.** Use the value **m** (monograph/item).

#### **Control field: 008**

**06: Type of date.** Coding choices are: **s** (single known date/probable date) or **m** (multiple dates). Multiple dates should only be used for a multipart atlas with volume title pages bearing different dates.

**07-10: Date 1.** Give the earliest date, or single date, from the 260 field.

**11-14: Date 2.** Give the latest or closing date, if present, from the 260 field.

**15: Country of publication.** Give the code corresponding to the place transcribed, or supplied, in the 260 field. If the place is unknown, give the code **xx\_**.



**25: Type of cartographic material.** Use the value e (atlas).

**034 field: Coded cartographic mathematical data**

If all of the maps in the atlas have the same scale, projection, or coordinates, express the mathematical data in coded form according to the provisions of *MARC 21 Format for Bibliographic Data*.

```
034 1 $a a $b 250000
```

(*Comment:* Indicates all items have a linear scale of 1:250,000)

*Optionally*, if not all the maps in the atlas have the same coordinates, record the coordinates that express the overall geographic coverage of the atlas as a whole.

**040 field: Cataloging source**

Include the code "dcrmc" in subfield \$e to indicate that DCRM(C) cataloging conventions have been followed in creating the bibliographic record.

```
040 $a CtY-BR $b eng $e dcrmc $c CtY-BR
```

**045 field: Date of situation**

Record the date (or dates) of situation for the maps in the atlas in coded form, according to the provisions of *MARC 21 Format for Bibliographic Data*, if considered important (see Appendix L).

```
045 2 $b d1861 $b d1865
```

(*Comment:* All maps depict U.S. Civil War battles)

**1XX field: Main entry**

The main entry heading is determined by application of the appropriate cataloging rules. Title main entry is appropriate for many composite atlases. A 1XX name main entry is appropriate when the name of the publisher, distributor, etc., of the atlas has been identified or when all maps in the atlas have the same creator(s) or emanate from the same corporate body.

**245 field: Title statement**

If the composite atlas bears a title page, or title page substitute, transcribe the title and any statements of responsibility as instructed in 1A-1F.

```
245 00 $a Carte et plans de l'Amerique.
```

## APPENDIX N. COMPOSITE ATLASES

- 245 00 \$a Atlas.
- 245 10 \$a Geografia : \$b tauole moderne di geografia de la maggior parte del mondo di diuersi autori raccolte et messe secondo l'ordine di Tolomeo con i disegni di molte citta et fortezze di diuerse provincie.
- 245 02 \$a A collection of plans of fortifications and battles, 1684-1709 : \$b [Europe]  
(*Comment:* Supplying the geographic coverage as other title information is optional)

If no title page is present, construct a title for the atlas and enclose it in square brackets. Devised titles should generally be in the language and script of the cataloging agency and should be both descriptive and distinctive, highlighting the factor(s) that characterize the atlas as a whole. Strive for consistency in title construction across composite atlases. Always include in the supplied title the name of the geographic area covered, if possible.

- 245 00 \$a [Composite atlas of Europe].
- 245 10 \$a [Composite world atlas].

### 246 field: Variations in title

Provide uncontrolled title access points for variant titles appearing on the atlas, or variant forms of the title proper for the atlas, as appropriate (see Appendix F).

- 246 1 \$i Title on added engraved t.p.: \$a Atlas
- 246 18 \$a Europe

### 255 field: Cartographic mathematical details

If all of the maps in the atlas have the same scale, projection, or coordinates, provide the mathematical details. If the maps are of more than one scale, give the statement "Scales differ." Do not include details about projections that differ. *Optionally*, if not all the maps in the atlas have the same coordinates, record the coordinates that express the overall geographic coverage of the atlas as a whole. If considered important, more information about the scale(s), projection(s), or coordinates of the materials may be given in a note.

- 255 \$a Scales differ.
- 255 \$a Scale 1:250,000.

**260 field: Publication, distribution, production, etc. (Imprint)**

If the composite atlas bears a title page, or title page substitute, and one or more elements relating to publication, distribution, production, etc., are present, transcribe them as instructed in 4A-4G.

If any elements are lacking, or if the atlas has no title page, supply elements as appropriate. Enclose each supplied element in square brackets and include a question mark if the supplied element is conjectural. If no place of publication, distribution, production, etc., can be identified, supply the abbreviation "s.l." (sine loco). If no publisher, distributor, etc., can be identified, supply the abbreviation "s.n." (sine nomine). Use the date of the latest map in the atlas as the basis for estimating the date of publication, distribution, production, etc., of the atlas, in the absence of other evidence.

260        \$a Gedrukt tot Amsterdam : \$b Bij Ioannes van Keulen,  
              boeck zee-kaardt verkooper en graad-boogh maker aande  
              oost zijde vande Nieuwebrug inde gekroonde Lootsman,  
              \$c voor 15 iaaren ao. 1718.

(*Comment:* The imprint of the atlas as found on its title page)

260        \$a Tot Amsterdam : \$b Bij Iustus Danckers in de  
              Calverstraet in de Dancbaerheijt, \$c [1706?]

(*Comment:* The place of publication and name of publisher appear on the title page; the latest map has a publication date of 1706)

260        \$a [Paris?] : \$b [s.n.], \$c 1745.

(*Comment:* Most of the maps are of French origin; the date is transcribed from the title page)

260        \$a [S.l.] : \$b [s.n.], \$c [ca. 1757?]

(*Comment:* The maps were published in different places, by different persons or firms, and the latest map has a probable approximate date of ca. 1757)

260        \$a [Amsterdam?] : \$b [s.n.], \$c [1734?]

(*Comment:* The maps were all published in Amsterdam, by different persons or firms, the latest in 1734)

260        \$a [S.l.] : \$b [s.n.], \$c 1731-1734.

(*Comment:* The maps were published in different places by different persons or firms; the title page of the earliest volume has a 1731 date and the title page of the latest volume has a 1734 date)

**300 field: Physical description**

**Extent.** Use the specific material designation *atlas*.

300       \$a 1 atlas

*Optionally*, add to the statement of extent for the atlas the pagination or number of volumes as instructed in 5B3-5B20.

300       \$a 1 atlas ([63] leaves)

300       \$a 1 atlas (3 v.)

300       \$a 1 atlas ([50] folded leaves)

300       \$a 1 atlas ([28] leaves (some folded))

**Other physical details.** Give other details, as appropriate, as instructed in 5C4-5C7.2. Always include the number of maps contained in the composite atlas.

300       \$a ... : \$b 1 ill., 42 maps (copper engravings)

300       \$a ... : \$b ill., 29 hand col. maps, ports.

300       \$a ... : \$b 20 col. maps (lithographs)

**Dimensions.** Give the dimensions of the atlas as instructed in 5D2.

300       \$a ... ; \$c 40 cm.

300       \$a ... ; \$c 25-32 cm.

**5XX fields: Notes**

Some of the most common types of notes are listed below; notes other than those provided for may be made if considered important. Make notes generally, in the order in which they are listed here. If a particular note is of primary importance, it may be given first, regardless of its order in this list. When appropriate, combine two or more notes to make one note.

Inclusion of a variety of notes will help provide collective context to the materials being described. It is particularly important to describe the contents of a composite atlas in a 505 formatted contents note, as described below, if the individual maps will not be separately cataloged. Give any notes on bindings, provenance, etc., in a general note, rather than a local note; because each composite atlas is unique, the concept of local notes does not apply.

**500 field: General note (Nature and scope)**

Always note that the item is a composite atlas, and include an indication of its geographic coverage, unless the information is apparent from the rest of the description. Make other notes on the nature or scope of the atlas, including any unusual or unexpected features, if considered important.

- 500       \$a A composite atlas.  
           *(Comment: The transcribed title indicates the geographic coverage but does not indicate the item is a composite atlas)*
- 500       \$a Also covers the eastern coast of the United States.
- 500       \$a Title and date annotated in ink within etched title cartouche. Plates numbered in ink with a title often annotated on verso.
- 500       \$a Relief shown pictorially. Depths shown by soundings.

**500 field: General note (Source of title)**

Always note the source of title, if other than a title page.

- 500       \$a Cover title.
- 500       \$a Title devised by cataloger.

**500 field: General note (Publication, distribution, production, etc.)**

Make a note on publication, distribution, production, etc., details that are not included in the publication, distribution, production, etc., area if considered important. Always make a note giving the range of dates represented by the maps in the atlas, unless those dates are present elsewhere in the description (e.g., in a supplied title or in a contents note).

- 500       \$a Ten maps published by Aaron Arrowsmith; one map published by William Faden.
- 500       \$a Maps published ca. 1740-ca. 1765, mostly in Paris.

**505 field: Formatted contents note**

Give a complete formal contents note, transcribing the title, statement of responsibility, and publication, distribution, production, etc., information from each of the maps, if it has been decided not to create separate bibliographic records for the individual maps. Otherwise, give the note only if considered

important. Indicate omissions in the transcription using the mark of omission. Supply map titles, and other map elements, as needed and enclose them in square brackets.

```
505 0 $a Le royaume de France / par le Sr. Sanson ... A Paris
      : Chez H. Jaillot ... ; Se vend a Amsterdam : Chez
      les freres Huguetan et chez Pierre Mortier, [1692?] -
      - Les provinces des Pays-Bas catholiques / ...
      Guillaume Sanson ... A Paris : Chez H. Jaillot ... ;
      Se vend a Amsterdam : Chez les freres Huguetan et
      chez Pierre Mortier, 1691 -- Novissima et
      accuratissima XVII provinciarum Germanae Inferiores
      delineation / Nicolaes Visscher. [Amsterdam] : Ex
      officina Nicolaes Visscher ..., [ca. 1684] -- Belgium
      Foederatum / Nicolaes Visscher. [Amsterdam] :
      [Nicolaes Visscher], [ca. 1684] -- Comitatus
      Hollandiae tabula / Justus Danckerts. [Amsterdam] :
      [Justus Danckerts], [ca. 1680] -- Flandriae comitatus
      / Nicolaes Visscher. [Amsterdam] : [Nicolaes
      Visscher], [ca. 1684] -- Comitatus Namurci / Nicolaes
      Visscher. [Amsterdam] : [Nicolaes Visscher], [ca.
      1684] -- Leodiensis Episcopatus in omnes subjacentes
      provincias distincte divisus / Nicolaes Visscher.
      [Amsterdam] : [Nicolaes Visscher], [ca. 1677] --
      Comitatus Hannoniae et Archiepiscopatus Cameracensis
      tabula / Nicolaes Visscher. [Amsterdam] : [Nicolaes
      Visscher], [ca. 1684] -- Geographica Artesiae
      comitatus tabula / Nicolaes Visscher. [Amsterdam] :
      [Nicolaes Visscher], [ca. 1684].
```

*Optionally*, if the maps contained in the atlas are considered too numerous to list exhaustively in a formal contents note, provide an indication of the contents of the atlas using one of the following methods:

- › give a more abbreviated formal contents note, e.g., transcribing only the title proper and the date of publication, distribution, production, etc., for each map
- › provide access to a full contents list in electronic form using the 856 field
- › indicate in a general note where a complete contents list may be consulted (e.g., in a published reference source)

### **6XX fields: Subject headings**

Assign subject headings as specific as the atlas warrants.

```
245 00 $a [Composite atlas of Europe].
651 0 $a Europe $v Maps $v Early works to 1800.
```

Assign as many subject headings as seem appropriate, remembering that economy in processing may suggest that a reasonable limit be observed.

### **655 fields: Genre/form headings**

Assign as applicable. Prefer terms found in RBMS Controlled Vocabularies or *Library of Congress Genre/Form Terms for Library and Archival Materials*; terms from other authorized vocabularies (e.g., Art & Architecture Thesaurus Online) may also be used as appropriate. As with subject headings, assign headings as specifically and numerous as the atlas and institutional policy warrant.

```
655 7 $a Atlas factice. $2 lcgft
```

```
655 7 $a Atlases (Geographic) $y 1765. $2 rbgenr
```

### **7XX fields: Added entries**

Types of added entries considered useful for providing enhanced access to the maps contained in a composite atlas include: editors, cartographers, surveyors, publishers, printers, engravers, mapsellers, issuing bodies, etc.

*Optionally*, provide an analytical added entry (see T2) for each map in the atlas. Such added entries are particularly useful if separate bibliographic records will not be created for the individual maps.

### **856 field: Electronic location and access**

Use to specify the location or means of access to a list of the contents in electronic form or for other reasons, such as to point to a digitized version of the atlas or some of its maps. Take special note of the second indicator, which specifies the relationship of the electronic resource being linked to the atlas described in the record.

```
856 41 $3 List of contents $u
http://digitalcollections.nypl.org/items/6d30d93b-
6965-e8cd-e040-e00a1806432c
```





## APPENDIX P. IDENTIFICATION OF MAP SERIES AND SETS

### P1. Introduction

A large proportion of any modern map collection is composed of various types of map series and, to a lesser extent, map sets. Their correct identification is a necessary prerequisite for deciding how best to catalog them. This appendix offers guidelines on what constitutes a map series or map set and provides some indication of their variety and identifying characteristics. Many map series and sets, however, exhibit a number of similar features. For methods of cataloging map series and sets, see Appendix Q.

### P2. Multisheet single maps

**Definition.** A multisheet single map may be defined as one complete map, printed in sections on several sheets of paper that may be assembled. The individual sheets of this sort of map should not be treated bibliographically as separate entities because they do not normally function as such (i.e., they are not intended for use independently by the map maker).

**Properties and typical characteristics.** A multisheet map is normally designed for use either by physical assembly or mounting as one entity. The resultant assembled map is a single map image and retains the primary characteristics of a "single" map printed on and complete in one sheet. For example, in such cases it is common for the individual sheets to be published or issued simultaneously, or within a very short time span, with the same publication date and/or date of situation for all the sheets by one publisher or issuing agency. Similarly, updates, revisions, reissues, or new editions are done at the same time with the same date for all the sheets. (This is not necessarily the case for older cartographic works.) The sheets are not numerous and are usually not available separately.

Cartographic design features often identify a group of map sheets as a multisheet single map. These features may include the occurrence of a single title for all the sheets, a single title and/or other text running across adjacent sheets that is comprehensible only when all the sheets are assembled, or a border designed to be complete only when the map is assembled. The individual sheets may be numbered, lettered, or carry other designations. For the purpose of assembling the parts, a small index or key map may be provided in the border area, as an inset, or separately, to show the location of each sheet in the assembled map.

Although a multisheet single map may be regarded as a multipart monograph in a physical sense, the rules for describing multipart monographs given in the chapters for areas 1-8 will usually not apply to multisheet single maps. Such rules tend to provide guidance for situations in which bibliographic information appearing on the parts shows variation, generally a result of the parts having been issued over time. Because of the special design characteristics of multisheet single maps and the tendency for simultaneous issue of the sheets, bibliographic elements will usually either appear only once in the material or, if repeated on multiple sheets, will show a high level of uniformity.

### **P3. Map series**

#### **P3.1. Definition**

A map series may be defined in general terms as a number of related but physically separate and bibliographically distinct cartographic units intended by the issuing body or bodies to form a single group. For bibliographic treatment, the group is collectively identified by any commonly occurring unifying characteristic or combination of characteristics, including a common designation (e.g., collective title, number, or a combination of both), sheet identification systems (including successive or chronological numbering systems), scale, publisher, cartographic specifications, uniform format, etc.

This definition obviously bears a relationship to that for a monographic series, but it amplifies that definition to include certain identifying characteristics that apply specifically to cartographic materials, such as the sometimes significant unifying factor of scale. These factors often mean that a more sophisticated approach to the identification of a map series is required than that normally applicable for a monographic series. There is also some relationship to serials which, by definition, are continued over time without any predetermined conclusion. However, map series do not fit easily into this category either and so must be considered on their own. A map series is considered a type of multipart monograph.

Sheets of a map series cannot be confused with multisheet single maps for several reasons. First, each sheet is a complete map that can stand on its own, having its own title, scale information, legend, etc. Second, even though the combined sheets of the series (possibly as many as several thousand sheets) theoretically form one large map, it may not be possible to actually join more

than a few contiguous sheets due to adjustments required related to the curvature of the Earth.

### **P3.2. Types of map series and their identification**

As a preliminary step in the identification of a map series, it is necessary to see whether the maps in hand fulfill the requirements of the general definition of map series.

There are many types and characteristics of map series that are not necessarily self-evident. Of the different characteristics possible, only a selection may be exhibited by any one series. Map series vary from those in which area is the most important aspect, to thematic series in which subject is the main feature, to chronological series in which time assumes importance. To some extent these aspects are present in all map series, but they assume varying degrees of importance.

#### **P3.2.1. Contiguous-area map series**

**Properties and typical characteristics.** The chief criterion that distinguishes sheets of a contiguous-area map series from non-series maps or from sheets of a multisheet single map is that the sheets exhibit the characteristics of single independent maps while maintaining a close relationship with all other sheets in the series, so that when publication is complete adjacent sheets can be trimmed and joined to form a larger map (within limits, see P3.1). The map maker's purpose in publishing the map series is also normally clear. The chief objective is to enable the individual sheets of the contiguous-area map series to be used independently of each other, and most such series are so large that it would be impracticable to mount all the sheets for use as an entity, unlike the multisheet single map.

Most contiguous-area map series are published by a single authority, which may be a government body or a private or commercial firm. One publisher may, however, contribute towards a series in cooperation with others, particularly if the series is of world-wide or continental extent.

Contiguous-area map series are usually relatively large cartographic works, sometimes involving as many as 60,000 sheets. The series as a whole usually has a series title and often has a series number; the individual sheets are normally named, or designated in some other way (i.e., they may bear numbers, letters, or

a combination of both). The individual sheets are not usually published, reissued, or updated at the same time. The sheet designations do not in any way connote the chronology or sequence of the publication of the sheets. At any given time any one sheet may have been revised and reissued a number of times, while another sheet in the same series may have been issued only once or may never have been issued. The lack of contiguous-area sheet coverage extant at any given time does not, therefore, by itself constitute sufficient evidence that the series is not a contiguous-area map series. The publisher may, by means of letters and/or numbers on each sheet, indicate the juxtaposition of map sheets according to a pattern determined prior to publication. This sheet organization will normally be evident from a supplied graphic index.

Contiguous-area map series are often long-term projects. The area to be covered, the sheet layout, the sheet designation system, the cartographic specifications, the revision and update procedures and their cycles, etc., are usually systematically laid out. The sheet characteristics are therefore frequently predictable, including uniformity of size, scale, projection, symbolization, color schemes, and other technical cartographic specifications. Most sheet boundaries are laid out systematically along a rectangular grid or geographic coordinate lines (i.e., on grid or graticule sheet lines). Nevertheless, individual sheets of a contiguous-area map series may tend, with time, to change considerably due to the cumulative effect of minor changes in technical specifications. Thus, currently issued sheets in a series that has been in progress for some time may exhibit considerable differences as compared to sheets issued earlier in the life of the series.

Contiguous-area map series are most frequently general geographic maps (topographic and planimetric series). Some series are thematic in nature, dealing with a specific subject such as soils, geology, land use, etc. Of all map series published today, the contiguous-area map series are the most common, the easiest to identify, and the best known.

Australia 1:50,000 topographic survey

Australia 1:250,000 geological series

International map of the world 1:1,000,000

Karta mira 1:2,500,000

### P3.2.2. Special or thematic map series

**Properties and typical characteristics.** The individual sheets in a special or thematic map series may be used independently, and the concept of area is still quite important as a unifying factor. The primary characteristic is, however, the display of subject or thematic information. Map series of this type are normally either:

- (a) a group of maps each of the same area but displaying various themes or aspects of the same theme, e.g., geology, soils, monthly rainfall totals for the year, and irrigation potential within a country; or
- (b) a group of maps devoted to a common theme but not of the same area, e.g., maps indicating irrigation potential within a country.

Sheets of subtype (a) are generally of uniform size, scale, and projection, etc., because it is most economical to create them on a common base and superimpose the various subjects on that base. In many cases the sheets are published at about the same time and may not be available separately. As they are often the result of a specific project, the sheets are unlikely to undergo subsequent revision, but if revision does take place, it will almost certainly be applied to all sheets at the same time. The entire special series will almost invariably be the work of one publisher who is likely to indicate the relationship between sheets by means of the designation, the sheet identification, or both.

East Africa 1:4,000,000

*(Comment: Sheets cover the mineral resources, forest and game resources, vegetation, geology, soils, and physical features, each of the same area)*

Sheets of subtype (b) may be at different scales and different projections and may show non-contiguous areas, though usually within a defined geographic entity. In many cases the sheets are published at about the same time and may not be available separately. As they are often the result of a specific project, the sheets are unlikely to undergo subsequent revision, but if revision does take place, it will most certainly be applied to all sheets at the same time. The entire special map series will almost invariably be the work of one publisher who is likely to indicate the relationship between sheets by means of the designation, the sheet identification, or both.

Emergency Measures Organization, urban analysis series : [Canada]

*(Comment: Includes Vancouver (32 sheets) and Toronto (32 sheets of each E & W); sheets are devoted to a common theme but are not of the same area)*

#### P4. Monographic series

**Definition.** A monographic series is a group of separate resources related to one another by the fact that each resource bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual resources may or may not be numbered. Although each resource in the series is a monograph, the monographic series as a whole is a type of serial.

Each item in a monographic series has an independent publishing history (i.e., such items may be updated, revised, and reprinted independently of the other members of the unit), retaining the original assigned number or designation, and can be used independently. The numbering system may be systematic, but the logic behind it can often only be discovered by analyzing a whole series or by documentation from the publisher.

A monographic series is normally the work of one publisher or issuing body. There is no predictable frequency of publication of the items, but they are generally published over time. Individual items may vary in size, may be at different scales and use different projections, and may show non-contiguous areas, although usually within a defined geographic entity. Some monographic series that include maps and atlases may consist of only cartographic items or may include other classes of materials.

(Bartholomew world travel map)

(*Comment:* Series statement for a map published as part of this monographic series)

(Special publication / State of Montana, Bureau of Mines and Geology ; 69)

(*Comment:* Series statement for a map published as part of this monographic series)

#### P5. Map sets

**Definition.** A set is a group of maps, frequently published at the same time and having a common origin, a common theme, or a common geographic area. Such maps may be issued loose, in a portfolio, or bound. A map set is a type of multipart monograph.

While the term map set is often used as a synonym for a map series, a map set represents a distinctive cartographic publication pattern. As far as cataloging and classification are concerned, map sets are often cataloged as a unit as are map

series, but a map set is generally published as a unit, rather than over time. Examples of a map set include maps published together, either loose or in a portfolio, to illustrate a theme such as transportation; or maps accompanying a report, either specially prepared for that purpose or previously published items gathered together from various sources (e.g., maps assembled for a legal case, such as a boundary dispute). A map set is generally described together, but the items may be described separately.

National energy transportation systems in the United States  
*(Comment: Set of 19 maps from the National atlas)*

Queensland statistical divisions : 1976 census  
*(Comment: Set of 6 maps showing different statistical areas within Queensland)*

## **P6. Mixed types**

Although the main types of map series have been listed here (see P3.2), a map series displaying characteristics of more than one type may occasionally occur, so that the categories listed above can only serve as guidelines in identifying a map series. Maps in other formats may be difficult to distinguish from a map series (e.g., loose-leaf atlas sheets may be first published without a title page, contents list, or binding). The prime consideration for the cataloger is to examine either all or as many of the constituent map sheets as are available for the design, bibliographic, and physical characteristics of the map series and to consider what the map publisher intended.





## APPENDIX Q. TREATMENT OF MAP SERIES AND SETS

### Q1. Introduction

This appendix provides guidance on methods to be used when cataloging cartographic materials issued as map series or sets. For assistance in identifying map series and sets, see Appendix P.

### Q2. Selection of treatment method

The following factors influence the choice of cataloging method:

- › desirability of access to individual items in the map series or set
- › economic factors (e.g., staff, budget, access to automated cataloging systems)
- › the number of items or potential number of items in the map series or set and the holdings of the cataloging agency
- › the relative strength of the relationships, i.e., the degree of independence or dependence among items in the map series or set

General guidelines for determining the method to use for cataloging a map series or set are as follows:

- a) If the number of sheets in a map series or set is large and bibliographic access to individual items is not considered a priority, the most appropriate method to use is that of the description of the map series or set as a whole (see Q3.1 or Q3.2). There should be a graphic index to the map series, whether from the publisher or made by the cataloging agency or some other body or person.
- b) If, on the other hand, access to individual sheets is desirable, then multilevel cataloging (see Q3.4) may be used, especially for a map series, etc., covering different subjects or different geographic areas or for a contiguous-area map series.
- c) A separate description (see Q3.3) may be used for sheets in a map series or a set that are monographic in nature or when sheet level access is desirable (e.g., for a map series, etc., covering different subjects or different geographic areas).

- d) If the number of sheets in a map series is small and individual access is considered desirable, see Q3.3 or Q3.4. If individual access is not required, see Q3.1 or Q3.2.

### **Q3. Methods of treatment**

#### **Q3.1. Description of the whole**

The rules for descriptive cataloging given in the chapters for areas 1-8, including the rules specific to multipart monographs, are applied to the resource as a whole. This method provides minimal bibliographic control and should be used in conjunction with a basic means of access to the individual parts such as an index map or a list. Although bibliographic control of the individual sheets and their various editions is not provided by this method, it is the most economical for large series.

**Index map.** This provides access to sheets but not bibliographic access to individual parts, e.g., different issues of one sheet. Only the coverage held by the cataloging agency is marked on the index map. A separate description may be created for a printed index map or it may be included in the description of the whole as accompanying material.

**List.** This may be a brief listing organized by sheet number or name giving edition/issue, date, and any other information deemed essential by the cataloging agency. This list provides some bibliographic information on individual sheets but no direct bibliographic access to them.

#### **Q3.2. Description of the whole with contents note**

The rules for descriptive cataloging given in the chapters for areas 1-8, including the rules specific to multipart monographs, are applied to the resource as a whole and a contents note (see 7B17) is provided for the individual parts. This method is generally used only when a short citation of the sheets or volumes in the map series or set is needed and the number of sheets or volumes is limited. In theory, however, a full citation for each sheet or volume may be made in the contents note.

Access points may be provided for both the description of the resource as a whole and its contents. Name-title added entries give direct access to individual sheets or volumes.

### Q3.3. Separate descriptions of the parts with series statements

The rules for descriptive cataloging given in the chapters for areas 1-8 are applied to each part or group of parts (e.g., individual sheets or groups of sheets) in the map series or set. When this method is used, each part (or group of parts) receives its own description and may have its own added entries for author, title, subject, genre/form, etc. The title of the map series or set is transcribed as the series statement and any numbering associated with the part is transcribed as series numbering. Series added entries give access to all the parts in the series or set under the same heading.

Kirkmaiden. -- Third edition. -- Scale 1:63,360. -- [Southampton, England] : [Ordnance Survey], 1905. -- 1 map ; 46 x 61 cm.  
 (Ordnance Survey of Scotland / engraved at the Ordnance Survey Office, Southampton ; sheet 1)  
 (*Comment: A separate description, with a series statement, for a single part in a map series*)

### Q3.4. Multilevel description

The rules for descriptive cataloging given in the chapters for areas 1-8 do not necessarily apply when creating multilevel descriptions. The basic principle of the multilevel cataloging method is to record at the first level only information relating to the resource as a whole. Information recorded at the second level, and any subsequent levels, pertains only to individual parts or groups of parts (e.g., individual sheets or groups of sheets). This property of non-repetitiveness of bibliographic data makes the multilevel cataloging method economical and attractive to apply, for example, for a map series with a large number of sheets where individual description and access to the parts is desired. It should be noted that access points can be provided at each level of description as appropriate.

At the second level, each record is linked, via a linking field, to the parent record at the first level. At any subsequent levels, each record is, in turn, linked to its own appropriate higher level record. However, record display is often problematical when the multilevel cataloging method is used due to limitations in cataloging systems. Second and subsequent level descriptions are incomplete and always need to be displayed with the first and any intervening level records in order to identify fully the parts within the map series or set. For example, a map series with a uniform scale throughout will have this scale recorded only at the first level; if that first level description does not display while the second

level description is being consulted, the scale of the individual part will not be known. Another problem is the instability of first level records for an active map series until the series closes or is discontinued. However, the guidelines given in Q3.4.1 below are designed to provide first level records that are as stable as possible under the circumstances.

Ordnance Survey of Scotland / engraved at the Ordnance Survey  
Office, Southampton. -- Third edition. -- Scale 1:63,360. --  
[Southampton, England] : [Ordnance Survey], 1903-1912. -- 131  
maps : some col. ; 46 x 61 cm

*(Comment: A first-level description for the map series as a whole)*

Sheet 1, Kirkmaiden. -- 1905. -- 1 map

*(Comment: A second-level description for an individual sheet in the map series)*

### **Q3.4.1. Guidelines for specific areas of description**

**Q3.4.1.1. Title proper.** At the first level, give the title proper of the resource as a whole. Do not use the mark of omission to indicate the omission of the titles of the parts (or groups of parts).

At the second and any subsequent levels, give the title of the specific part (or group of parts). If the title of a part appears in conjunction with a number or unit designation, give the number or unit designation as the first element of the title proper, followed by the title of the part, and separate the two by a comma and a space. Make a note to indicate the original position on the source of any transposed elements if considered important.

31 G/5, Ottawa

NK-18, Hudson River

At any level of description, make a note to indicate any variations in the title and provide additional title access if considered important.

**Q3.4.1.2. Statement of responsibility.** At the first level, give any statement(s) of responsibility applicable to the resource as a whole. At the second and any subsequent levels, give statement(s) of responsibility that pertain to the specific part (or group of parts) only if they differ from those given for the resource as a whole.

**Q3.4.1.3. Edition area.** At the first level, give an edition statement applicable to the resource as a whole. At the second and any subsequent levels, give an edition

statement that pertains to the specific part (or group of parts) only if it differs from that given for the resource as a whole.

**Q3.4.1.4. Mathematical details area.** At the first level, give mathematical details applicable to the resource as a whole. At the second and any subsequent levels, give mathematical details that pertain to the specific part (or group of parts) only if they differ from those given for the resource as a whole.

**Q3.4.1.5. Publication, distribution, production, etc., area.** At the first level, give elements of publication, distribution, production, etc., applicable to the resource as a whole. At the second and any subsequent levels, give publication, distribution, production, etc., information that pertains to the specific part (or group of parts) only if it differs from that given for the resource as a whole.

**Q3.4.1.6. Physical description area.** At the first level, give physical details applicable to the resource as a whole. Variations that pertain to the specific part, or group of parts, are given at the second and any subsequent levels.

**Q3.4.1.7. Note area.** At the first level, give notes applicable to the resource as a whole. At the second and any subsequent levels, give a note that pertains to the specific part (or group of parts) only if it differs from one given for the resource as a whole.

**Q3.4.1.8. Standard number and terms of availability area.** At the first level, give standard numbers and related information applicable to the resource as a whole. At the second and any subsequent levels, give standard numbers and related information that pertain only to the specific part (or group of parts).

#### **Q4. Changes to consider in deciding when to create a new bibliographic description for a map series**

AACR2 provides guidance on when changes to serials require the creation of a new bibliographic description. Unlike serials, a change in the title of a map series, or in the name of the responsible body, may not be considered justification for creating a new bibliographic record, depending on the policy of the cataloging agency. Some additional factors to consider when determining whether to create a new bibliographic description for a map series are given below.

**Q4.1. Change in geographic coverage**

Consider creating a new bibliographic record when the geographic coverage of the map series changes to include a larger or smaller area than was initially planned, whether or not the title changes to reflect the change, depending on the policy of the cataloging agency. If the title does not change, either supply other title information (see 1E7) or describe the change in geographic coverage in a note (see 7B1.2). The scale, coordinates, dimensions, etc., should also reflect any changes. If a new record is created, make a note in each record to give the former or successive map series, as appropriate.

*Note:* Earlier sheets no longer issued: Winnipeg -- Dartmouth,  
Nova Scotia -- Newfoundland -- St. Lawrence -- Great Lakes

*Note:* Series in 12 sheets. Atlantic area sheets 1-6 begun [1961].  
Pacific area sheets 7-12 begun 1968. Only 8 sheets revised  
until 1980. Since 1981 only sheets 7 and 8 revised

*Note:* Continued by: Canada plotting chart : AIR  
(*Comment:* Title proper: Winnipeg navigation plotting chart)

**Q4.2. Numbering change**

A map series usually has a systematic numbering/naming system that is used to identify each sheet but also may be used as a filing tool for the sheets themselves. Consider creating a new bibliographic record when the numeric or alphanumeric numbering or naming designation system as a whole changes only if there are other changes. If a new record is created, add a note to each record indicating the former or successive map series, as appropriate. Otherwise, make a note describing the change in the numbering.

When there are amendments or expansions within a numbering/naming system, but not a change in the whole system, make a note describing the change if considered important. Such changes could be a title or naming change for a sheet (or a few sheets) or a readjustment of the numbering in a limited area.

[Topographic maps. Publication number series] / Geological Survey  
of Canada

*Note:* Later sheets that also have consecutive "A" publication  
numbers are part of: [Topographic maps. "A" series] /  
Geological Survey of Canada

(*Comment:* Map series published 1908-1927)

[Topographic maps. "A" series] / Geological Survey of Canada

*Note:* Some sheets also have the publication numbers of the series: [Topographic maps. Publication number series] / Geological Survey of Canada

*(Comment:* Map series published 1910-1949)

### **Q4.3. Change of scale**

For a map series where the scale is the identifying feature (e.g., topographic and planimetric series), consider creating a new bibliographic record if the scale changes. Add a note to each record indicating the former or successive series, as appropriate.

Canada 1:507,800

*Note:* Continued by: Canada 1:500,000

*(Comment:* Original series based on Imperial system of measurement)

Canada 1:500,000

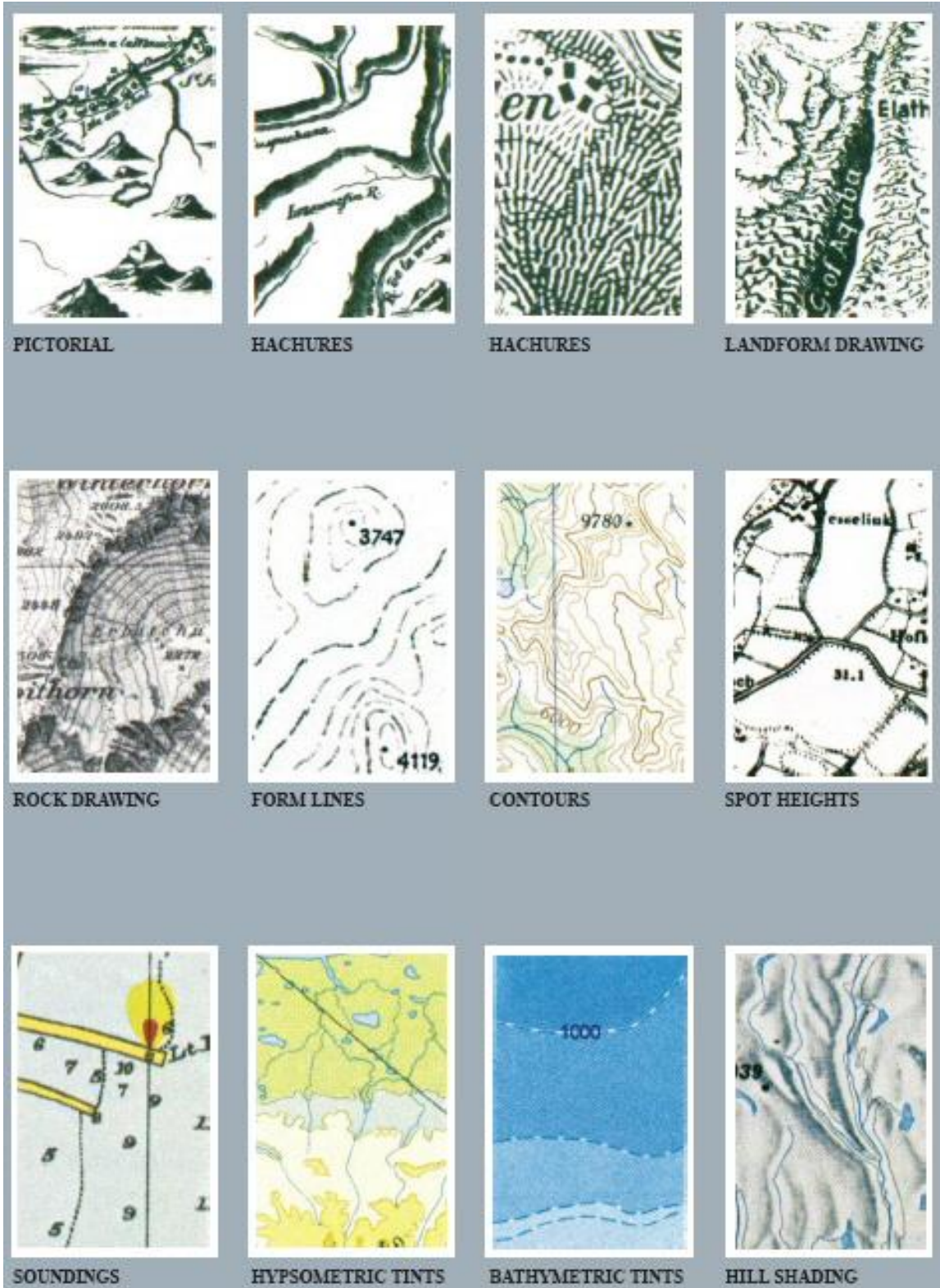
*Note:* Continues: Canada 1:507,800

*(Comment:* Series changed to metric system of measurement)





## APPENDIX R. RELIEF METHODS





## APPENDIX S. SIGNATURES

### S1. General rule

Make a note giving details of the signatures of a volume if considered important. Give these signature details according to the formula in Philip Gaskell's *A New Introduction to Bibliography* (see p. 328-332), insofar as typographical facilities permit. Preface this note with the word "Signatures" and a colon.

Signatures: [A]<sup>4</sup> B-C<sup>4</sup> D<sup>2</sup> E-G<sup>4</sup> H<sup>2</sup>

Signatures: A-C<sup>4</sup> D<sup>4</sup>(-D3) E-F<sup>4</sup>

Signatures: A-2Z<sup>8</sup>, <sup>2</sup>A-M<sup>8</sup>

Signatures: [1-6<sup>8</sup>]

(Comment: Volume is completely unsigned)

It is generally desirable to give signatures for incunabula, especially if identical signatures are not given in a standard bibliographic source. It is also desirable to provide signatures when a volume has no pagination or foliation.

### S2. Unavailable characters

If the gatherings are signed with a mark of contraction (see 0G8.2, Appendix G3) that cannot be reproduced using available typographical facilities, substitute the spelled out form and enclose it in square brackets.

Signatures: )( <sup>8</sup> a-z<sup>8</sup> &<sup>8</sup> [con]<sup>8</sup> [rum]<sup>8</sup>

If the gatherings are signed with other unavailable characters, substitute a descriptive term or an abbreviation for that term if a standard one exists.


[dagger]

(Comment: Gathering is signed with †)


[double dagger]

(Comment: Gathering is signed with ‡)

[fist]


(Comment: Gathering is signed with )

[fleuron]


(Comment: Gathering is signed with )

## APPENDIX S. SIGNATURES


[maltese cross]

(Comment: Gathering is signed with )

[par.]

(Comment: Gathering is signed with )

[sec.]

(Comment: Gathering is signed with )

### S3. Special uses of *pi* and *chi*

Indicate unsigned leaves that fall outside the signature sequence (see Gaskell, p. 330) by using the words **pi** and **chi**. Do not enclose the words in square brackets. Do not use the Greek characters  $\pi$  and  $\chi$ , as these will give the impression that the leaves have actually been signed with Greek letters (see S9).

Signatures: pi<sup>4</sup> A-C<sup>4</sup> chi<sup>2</sup> D-Z<sup>4</sup>

Indicate partial duplications of an alphabet (see Gaskell, p. 331) by using superscript **pi** and superscript **chi** or, if superscript letters are not available, by substituting “[superscript pi]” and “[superscript chi].”

Signatures: pi<sup>i</sup>A<sup>4</sup> A-D<sup>4</sup> chi<sup>i</sup>D<sup>4</sup> E-F<sup>4</sup>

or Signatures: [superscript pi]A<sup>4</sup> A-D<sup>4</sup> [superscript chi]D<sup>4</sup> E-F<sup>4</sup>

### S4. Non-conventional Latin alphabet

If the gatherings are signed with roman letters according to a pattern other than the conventional 23-letter Latin alphabet (i.e., A-Z, less I or J, U or V, and W), make this explicit by recording the additional letters in the signature statement.

Signatures: A-V<sup>4</sup> W<sup>4</sup> X-Z<sup>4</sup>

(Comment: Indicates a 24-letter alphabet)

Signatures: A-I<sup>8</sup> J<sup>8</sup> K-U<sup>8</sup> V<sup>8</sup> W<sup>8</sup> X-2I<sup>8</sup> 2J<sup>8</sup> 2K-2M<sup>8</sup>

(Comment: Indicates a 26-letter alphabet)

### S5. Signatures do not match gatherings

If it can be determined that the signing of the volume does not match its actual gatherings, indicate this in the note.

Signatures: [1]<sup>8</sup> 2-3<sup>8</sup>; volume actually gathered in twelves

**S6. Concurrent signatures**

If the volume is signed using two concurrent sequences, provide both sets of signatures in the note. Give the signatures that correspond to the actual gatherings first, if this can be determined.

Signatures: 1-12<sup>12</sup>; also signed A-S<sup>8</sup>

Signatures: 1-12<sup>12</sup> and A-S<sup>8</sup>; actual gatherings cannot be determined

**S7. Nonroman signatures (numeric sequence)**

If the gatherings are signed with nonroman characters that follow a numeric sequence, represent the characters using arabic numeration. Include an indication of the script used in the signatures in the note.

Signatures (in Hebrew characters): [1]<sup>4</sup> 2-11<sup>4</sup>

(*Comment:* Indicates a numeric sequence in which the first gathering is unsigned, followed by gatherings signed 2-11 in Hebrew numeration)

If the nonroman characters are accompanied by parallel numeration using another script, note this as well.

Signatures (in parallel Hebrew and arabic numerals): pi<sup>8</sup> 1-4<sup>8</sup>

(*Comment:* Indicates a numeric sequence in which the first gathering is unsigned, followed by gatherings signed 1-4 in both Hebrew characters and arabic numerals)

In case of doubt as to whether a sequence is numeric or alphabetic, assume a numeric sequence.

Signatures (in Hebrew characters): 2-3<sup>8</sup>

(*Comment:* Indicates two gatherings signed with characters that could belong to either an alphabetic or numeric sequence)

**S8. Nonroman signatures (alphabetic sequence)**

If the gatherings are signed with nonroman characters that follow an alphabetic sequence, transcribe in original script if typographical facilities permit, or in romanized form using the *ALA-LC Romanization Tables*. Use uppercase or lowercase characters according to the usage of the piece. If the script is one that does not employ case, or if the case of the characters cannot be determined, use lowercase characters. Include an indication of the script used in the signatures if

recording them in romanized form, or if the signature statement would otherwise be ambiguous.

### S9. Greek alphabetic signatures

For gatherings signed in Greek alphabetic sequences, use the 24-letter alphabet in the following chart as the basis for compressed signature statements (Greek letters are given in the top row, their romanized equivalents in the bottom row):

α	β	γ	δ	ε	ζ	η	θ	ι	κ	λ	μ	ν	ξ	ο	π	ρ	σ	τ	υ	φ	χ	ψ	ω
a	b	g	d	e	z	ē	th	i	k	l	m	n	x	o	p	r	s	t	y	ph	ch	ps	ō

Signatures:  $\text{pi}1 \alpha\text{-}\gamma^2 \text{A-}2\Lambda^2$

or Signatures (in Greek characters):  $\text{pi}1 \alpha\text{-}\gamma^2 \text{A-}2\Lambda^2$

(Comment: Indicates an alphabetic sequence with an initial unsigned leaf, three gatherings signed  $\alpha\text{-}\gamma$  in lowercase, a full sequence of 24 gatherings signed uppercase A-Ω, finishing with a partial sequence signed AA-ΛΛ in uppercase)

### S10. Hebrew alphabetic signatures

For gatherings signed in Hebrew alphabetic sequences, use the 22-letter alphabet in the following chart as the basis for compressed signature statements (Hebrew letters are given in the top row, their romanized equivalents in the bottom row):

א	ב	ג	ד	ה	ו	ז	ח	ט	י	כ	ל	מ	נ	ס	ע	פ	צ	ק	ר	ש	ת
'	b	g	d	h	v	z	ḥ	ṭ	y	k	l	m	n	s	'	p	ts	ḳ	r	sh	t

Signatures:  $\aleph\text{-}\Psi^8$ , a-k<sup>8</sup>

or Signatures: 'sh<sup>8</sup>(in Hebrew characters), a-k<sup>8</sup>

(Comment: Indicates a Hebrew alphabetic sequence followed by a roman sequence)

### S11. Other nonroman alphabetic signatures

For all other nonroman alphabetic signature sequences, do not assume that a standard signing pattern can be used as the basis for compressed signature statements. Give the first and last characters in each sequence, followed by a total count of the gatherings in that sequence in square brackets.

Signatures: A-V<sup>2</sup> [=41], 2A-2V<sup>2</sup> [=41], 3A-3Ū<sup>2</sup> [=24]

or Signatures (in Church Slavic characters): A-Ÿ2 [=41], 2A-2Ÿ2 [=41], 3A-3ŌT2 [=24]

### **S12. Full collation**

If considered important, make a note giving the full collation instead of a note recording only the signatures.

Collation: 8vo: A-H<sup>4</sup>; 32 leaves: p. [1-2] 3-62 [63-64];  
 §3(-H3) signed. H4 blank





## APPENDIX T. MAPS AS COMPONENT PARTS OF LARGER WORKS

### T1. Introduction

**T1.1.** This appendix provides guidance on methods for providing analytic access to maps and other cartographic material (“component parts”) contained in larger works (“host items”). Hereafter, in this appendix, the word “map” has been used to refer to any cartographic material constituting a component part of a larger work.

**T1.2.** Depending on institutional policy, analytic access to a map contained in a larger work can be provided using either of two methods:

- by making an analytical added entry for the map in the bibliographic record for the larger work (see T2)
- by creating a separate bibliographic record (commonly called an “In” analytic record) for the map (see T3)

**T1.3.** Several rationales can be cited to justify providing analytic access to maps contained in larger works:

- It provides access to maps that would otherwise remain hidden, given that details of “embedded” maps are not usually provided in the bibliographic record for the larger work as a matter of course.
- It enhances the security of maps that might be easily separated from the larger work.
- It can draw attention to unexpected content, especially if full descriptions of the maps will be provided in separate bibliographic records.

**T1.4.** This appendix should not be used for maps that have become physically separated from their original host items. See Appendix M for guidance in these situations.

### T2. Analytical added entries

The added entry method is appropriate whenever enhanced access to a map within a larger work is desired, but a separate bibliographic record will not be created for the map.

## APPENDIX T. MAPS AS COMPONENT PARTS OF LARGER WORKS

In the bibliographic record for the larger work (host item), make a note to describe the map (component part) as needed. Make an added entry (7XX field) to provide access to the map. The added entry consists of the heading for the creator of the map (if known), followed by a controlled form of the map's title (i.e., a uniform title, if applicable, otherwise the title proper). In addition, provide an uncontrolled title added entry (740 field) containing the title proper of the map if considered important. *Optionally*, include a general material designation (see 1C) in square brackets at the end of all analytical added entries.

```
100 1   $a Lederer, John.
245 10  $a The discoveries of John Lederer : $b in three several
      marches from Virginia to the west of Carolina and
      other parts of the continent : begun in March 1669
      and ended in September 1670 : together with a general
      map of the whole territory which he traversed / $c
      collected and translated out of Latine from his
      discourse and writings by Sir William Talbot baronet.
500     $a Contains: A map of the whole territory traversed by
      Iohn Lederer in his three marches.
700 12  $a Lederer, John. $t Map of the whole territory
      traversed by Iohn Lederer in his three marches.
      (Comment: The bibliographic record for a book has been enhanced with an
      informal contents note and a name/title added entry.)
```

```
100 1   $a Gregg, Josiah, $d 1806-1850.
245 10  $a Commerce of the prairies, or, The journal of a Santa
      Fé trader : $b during eight expeditions across the
      great western prairies and a residence of nearly nine
      years in northern Mexico : illustrated with maps and
      engravings / $c by Josiah Gregg ; in two volumes.
500     $a Includes: A map of the Indian Territory, northern
      Texas, and New Mexico, showing the great western
      prairies / by Josiah Gregg.
700 12  $a Gregg, Josiah, $d 1806-1850. $t Map of the Indian
      Territory, northern Texas, and New Mexico, showing
      the great western prairies $h [cartographic
      material].
740 02  $a Map of the Indian Territory, northern Texas, and New
      Mexico, showing the great western prairies $h
      [cartographic material].
      (Comment: The bibliographic record for a book has been enhanced with an
      informal contents note, a name/title added entry, and an optional additional title
      added entry. The general material designation in both added entries is optional.)
```

### T3. "In" analytic records

The "In" analytic record method is appropriate whenever fuller description and access is desired for a map contained within a larger work. Rather than adding a

note and analytical added entry in the bibliographic record for the larger work, the cataloger creates a separate bibliographic record for the map. This “In” analytic record provides a complete description of the map (the component part) and contains a linking entry citing the record for larger work (the host item).

### T3.1. General rule

Describe the map according to the instructions for areas 0-8, supplemented by the additional guidelines provided below. Consider the map itself (not the host item) to be the chief source of information. Transcribe information found in the chief source of information. Supply information taken from outside of the chief source of information in square brackets as needed.

### T3.2. Title and statement of responsibility area

Transcribe information as it appears on the map.

245 12 \$a A map of the Indian Territory, northern Texas, and  
New Mexico, showing the great western prairies \$h  
[cartographic material] / \$c by Josiah Gregg.

*(Comment: The general material designation is optional)*

If there is no title on the map, supply one in square brackets from one of the following sources, in order of preference:

- › interleaving for the map
- › formal contents list appearing on the title page of the host item
- › other formal contents list appearing in, or issued with, the host item
- › caption on a page facing the map
- › title-like information for the map appearing on the host item’s title page
- › title-like information for the map found elsewhere in the host item (e.g., the text)
- › other authoritative source

245 10 \$a [Ursa major] / \$c A. Jamieson for 1820.  
500 \$a Title from list of maps on p. 6 of atlas.

If no title can be supplied, devise one according to the provisions of 1B6, being sure to include the name of the geographic area depicted.

## APPENDIX T. MAPS AS COMPONENT PARTS OF LARGER WORKS

245 10 \$a [Map of Washington, D.C.].  
500 \$a Title devised by cataloger.

### T3.3. Publication, distribution, production, etc., area

Transcribe information as it appears on the map.

260 \$a London : \$b Published February 1, 1822, by G. & W.B.  
Whittakers, T. Cadell, & N. Hailes, \$c [1822]  
(*Comment:* Publication information taken from map. Imprint of the host item may  
be given in a note or in the linking entry in the 773 field)

If information does not appear on the map, but can be supplied (e.g., from the host item or from another source), supply the information in square brackets and make an explanatory note. If no place of publication, distribution, production, etc., can be supplied, use the abbreviation "s.l." in square brackets. If no publisher, distributor, etc., can be supplied, use the abbreviation "s.n." in square brackets.

260 \$a [New York] : \$b [Henry G. Langley] ; \$a [London] : \$b  
[Wiley & Putnam], \$c [1844]  
500 \$a Imprint supplied based on book title page.  
(*Comment:* The imprint supplied using information found on the host item's t.p.  
is given in normalized form, not transcribed as it appears)

### T3.4. Size

Record the dimensions of the map following the instructions for measuring maps on sheets (see 5D1). If an exact measurement cannot be determined because some portion of the map is concealed by the host item's binding, use "ca." to indicate that the measurement is approximate.

300 \$a 1 map : \$b copper engraving ; \$c 28 x ca. 24 cm  
(*Comment:* The height of the map can be determined but not its width)

### T3.5. Notes

**T3.5.1. Folded maps.** Always note if the map is folded. For maps obviously folded subsequent to issue, make a local note. In case of doubt, assume the map was issued folded.

300 \$a 1 map : \$b col. ; \$c 24 x 22 cm  
500 \$a Folded.  
(*Comment:* Book was issued with folded map)

300 \$a 1 plan : \$b lithograph ; \$c 29 x 27 cm

590           \$a Folded at foot.  
 (Comment: Map was folded when atlas was rebound)

**T3.5.2. Location note.** Make a note to indicate the location of the map within the host item, unless apparent from the rest of the description. If it is known that the map does not appear in this same location in all copies of the larger work, make a local note instead. In case of doubt, do not use a local note.

500           \$a Bound facing p. 16 of text.  
 500           \$a Folded frontispiece map.  
 (Comment: Location note is combined with note indicating folding in this example)

**T3.5.3. Citation note.** Always cite the host item in a note, prefaced by the word “In.” Depending on the system, this note may instead be generated from the host item entry (see T3.6.2). Give whatever information is appropriate for easy identification. Abridge the information as needed without using the mark of omission.

500           \$a In: Historisch-genealogischer Calender, oder,  
                   Jahrbuch der merkwürdigsten neuen Welt-Begebenheiten  
                   für 1784.

### T3.6. MARC 21 coding specific to the “In” analytic record

**T3.6.1. Leader and control fields.** The leader and control fields of an “In” analytic record should reflect the characteristics of the map rather than the host item.

For the bibliographic level (07), use the value **a** (monographic component part) or **b** (serial component part), depending on whether the map appears in a monograph or serial.

**T3.6.2. Host Item Entry (Citation).** Use field 773 to create a linking entry to the record for the host item that contains the map.

When a citation note is generated from this field, the introductory term “In” may be generated by a “blank” in the second indicator, or custom introductory text may be created by second indicator “8” and free text in subfield \$i.

Follow institutional policy when deciding the amount of detail to provide. See *MARC 21 Format for Bibliographic Data* for a full list of possible subfields.

## APPENDIX T. MAPS AS COMPONENT PARTS OF LARGER WORKS

### Example of a brief host item entry:

773 0 \$a Gregg, Josiah, 1806-1850. \$t Commerce of the  
prairies, or, The journal of a Santa Fé trader  
\$w(OCOLC)702556451

### Example of a lengthier host item entry:

773 08 \$7 plam \$i Folded plate in: \$a Leavenworth, Charles S.  
\$t Loochoo Islands. \$d Shanghai : "North-China  
Herald" Office, 1905. \$g Facing p. 186  
\$w(OCOLC)1074229

## GLOSSARY

This glossary contains definitions for terminology used in the DCRM(C) rules. The majority of these definitions have been derived from the entries found in the AACR2, CM, and DCRM(B) glossaries, supplemented and revised as needed to better reflect their application to the description of rare cartographic materials.

**Accompanying material.** Material issued with, and intended to be used with, the resource being cataloged.

**Added title page.** A title page preceding or following the title page chosen as the basis for the description of the resource. It may be more general (e.g., a series title page), or equally general (e.g., a title page in another language). *See also* **Series title page; Title page.**

**Aerial mosaic.** *See* **Uncontrolled photomosaic.**

**Aerial photograph.** Any photograph taken from the air. When used in a cartographic context, this term normally refers to photographs of the surface of the Earth (or other celestial body) taken downwards, vertically, or at a predetermined angle from the vertical. *See also* **Oblique air photograph; Orthophotograph; Remote-sensing image; Vertical air photograph.**

**Aeronautical chart.** A chart especially designed for aerial navigation on which, in addition to essential topography, are shown obstructions, aids to air navigation, and other pertinent information. *See also* **Chart.**

**Air photograph.** *See* **Aerial photograph.**

**Alternative title.** The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by “or” or its equivalent in another language (e.g., “The tempest, or, The enchanted island”). *See also* **Title.**

**Altitude tint.** *See* **Hypsometric tint.**

**Anaglyphic map.** A map specially printed in two colors in such a way that when viewed through twin eyepieces of the same two colors, a three-dimensional impression of relief is seen. *See also* **Relief map.**

**Anamorphic map.** A map that is characterized by an areal distortion in proportion to a factor other than a linear one. *See also* **Map.**

**Ancillary map.** A small supplementary or secondary map located either inside or outside the neat line of the principal or main map. In a broader sense, an ancillary map is any map on a resource that has not been considered the “main map” (i.e., not chosen to be described in the title statement, statement of responsibility, physical description area, etc.). *See also* **Inset; Main map; Map.**

**Area.** A major section of the bibliographic description, comprising data of a particular category or set of categories. *See also* **Element.**

**Atlas.** A volume of maps, plates, engravings, tables, etc., with or without descriptive text. It may be an independent resource or it may have been issued as accompanying material. *See also* **Composite atlas.**

**Atlas factice.** *See* **Composite atlas.**

**Bar scale.** A subdivided line that shows sample linear distances on a cartographic resource in terms of the actual distances they represent. *See also* **Graphic scale.**

**Base map.** A map or chart showing certain fundamental information, used as a base upon which additional data of specialized nature are compiled or overprinted. Also, a map containing all the information from which maps showing specialized information can be prepared. *See also* **Map.**

**Bathymetric tint.** A color applied to the area between two selected contours, where relief is depicted by a system of layers, specifically as applied to the depiction of water depth. *See also* **Hypsometric tint; Relief.**

**Bibliographic description.** A set of bibliographic data recording and identifying a resource, i.e., the description that begins with the title proper and ends with the last note.

**Bibliographical format.** *See* **Format.**

**Binder’s title.** A copy-specific title lettered on the spine or cover of a resource by a binder, as distinguished from a title appearing on the spine or cover of a resource as issued by a publisher. *See also* **Title.**

**Bird’s-eye view.** A perspective representation of the landscape, as it might be visible from a high viewpoint above the surface of the Earth, or other celestial



body, in which detail is shown as if projected on to an oblique plane. *See also* **View**.

**Block diagram.** A representation of the landscape in either perspective or isometric projection, usually with some vertical exaggeration. Block diagrams may also be used to illustrate subterranean structures. *See also* **Diagram; Model; Section**.

**Border.** The area of a map that lies between the neat line and the outermost line of the surrounding frame.

**Braille.** Material intended for the visually impaired and using embossed characters formed by raised dots in six-dot cells. *See also* **Tactile materials**.

**Cadastral map.** A map that delineates property boundaries. *See also* **Map; Plat**.

**Cancellation.** A substitution for something originally printed. Usually applies to leaves but may apply to portions of leaves, pairs of leaves, or entire gatherings. The replacement leaf, etc., is called the cancel or cancellans (plural cancels or cancellantia). The original leaf, etc., is variously called the cancelled leaf, the uncanceled leaf (if it is still present), the cancelland, or the cancellandum (plural cancellanda).

**Caption title.** A title given at the beginning of the first page of the text. *See also* **Title**.

**Cartogram.** A map that displays something that has very little if any direct relation to space on the referent surface. Such a map may, for example, show numbers of persons, as in a map of the United States, with sizes of state "areas" drawn proportional to the populations of the states. *See also* **Map**.

**Cartographic material.** Any material representing the whole or part of the Earth or any celestial body at any scale.

**Cartouche.** A panel on a map, often with decoration, enclosing the title or other legends, the scale, etc.

**Case binding.** A method of binding in which a hard cover is made separately from the book and later attached to it.

**Catchword.** A word below the last word on a page that duplicates the first word on the next page.

**Celestial map.** A map representing the heavens. *See also* **Map**.

**Chart.** A map designed primarily for navigation through water, air, or space. *See also* **Aeronautical chart; Hydrographic chart; Map**.

**Chief source of information.** The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared.

**Chief title.** The distinguishing word or sequence of words that names a resource, as given on the chief source of information. This definition excludes alternative titles, parallel titles, other title information, and subsidiary title information preceding the chief title, such exclusion resulting usually in a short title. *See also* **Title**.

**Chronogram.** A phrase, sentence, or other text in which the numeric values of certain letters (usually distinguished typographically) express a date when added together.

**Collective title.** A title proper that is an inclusive title for a resource containing several works. *See also* **Title**.

**Colophon.** A statement at the end of a resource giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may include other information. On folded maps, colophons sometimes appear on the back panel.

**Colored illustration.** An illustration containing any color; black, white, and shades of grey are not to be considered colors. *See also* **Illustration**.

**Compiled map.** A map incorporating information collected from various sources; not compiled from survey data made for the map in question. *See also* **Map**.

**Component map.** One of two or more maps all of equal importance appearing on a single sheet. No map is the dominant or "main" map, and they may or may not have a collective title and/or individual titles. *See also* **Map**.

- Composite atlas.** An atlas made up of a selection of previously issued maps. It may be bound or loose-leaf. *See also* **Atlas.**
- Conjugate leaves.** Two leaves that form a single piece of paper, parchment, etc., in a gathering. *See also* **Leaf.**
- Container.** Housing for a resource, a group of resources, or part of any resource, that is readily physically separable from the material being housed. *See also* **Portfolio.**
- Continuing resource.** A bibliographic resource that is issued over time, with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources. *See also* **Serial.**
- Contour.** A line joining points of equal vertical distance above or below a datum. *See also* **Form line; Relief.**
- Controlled photomosaic.** An assembly of parts of vertical aerial photographs joined together to leave minimal scale variations. In a controlled photomosaic, the distortions of perspective have been adjusted to ground measurements. An orthophotomosaic is a controlled photomosaic assembled from orthophotographs. *See also* **Orthophotomosaic; Photomosaic.**
- Coordinates, Geographic.** *See* **Geographic coordinates.**
- Copy.** A particular instance of a publication or other resource produced in identical multiples.
- Corporate body.** An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.
- Cover title.** A title printed on the cover of a resource as issued. *See also* **Title.**
- Cross section.** A representation of the intersection of a vertical plane and the surface of the Earth. The result shows the predicted strata in a generalized form. *See also* **Fence diagram; Section.**

**Date of situation.** The date(s) of the information portrayed on a cartographic resource.

**Datum.** A set of accurately surveyed horizontal control points that define the shape of the Earth as a spheroid and form the basis for a two-dimensional coordinate system.

**Declination.** 1. The arc between the equator and the point measured on a great circle perpendicular to the equator. 2. The angular distance to a body on the celestial sphere measured north or south through 90° from the celestial equator along the hour circle of the body. It is comparable to latitude on the terrestrial sphere.

**Device.** A printed design, generally symbolic, emblematic, or pictorial rather than textual, used to identify a printer, bookseller, or publisher. To be distinguished from a logo that renders a name as a stylized, primarily textual design.

**Diagram.** 1. A map, or other type of illustration, characterized by much simplified, or schematic, representation. 2. A geographic representation of numeric data, or of the course or results of an action or process. *See also* **Block diagram; Fence diagram; Reliability diagram; Slope diagram; Triangulation diagram.**

**Dissection.** The cutting of a sheet map, or other cartographic resource issued on paper, into smaller parts, usually for mounting on cloth in such a way that the map can be folded and unfolded along the cut lines.

**Double leaf.** A leaf of double size with a fold at the fore edge or top edge of the resource. Typically, the folded leaf is bound at the inner margin and functions as a single leaf of double thickness. The exterior of the folded leaf may be drawn or printed on one or both sides; the interior of the folded leaf is blank. *See also* **Leaf.**

**Double plate.** A plate of double size with a vertical fold down its center, along which it has been bound. The plate typically features a large single map or other illustration that extends across facing pages when the volume is opened.

**Edition.** All copies resulting from a single job of typographical composition or produced from essentially the same master copy.

**Element.** A word, phrase, or group of characters representing a distinct unit of bibliographic information and forming part of an area of the description. *See also* **Area**.

**Elevation.** Vertical distance from a datum, usually mean sea level, to a point or object on the Earth's surface; not to be confused with "altitude," which refers to points or objects above the Earth's surface. *See also* **Relief**.

**Elevation tint.** *See* **Hypsometric tint**.

**Ellipsoid.** A surface whose plane sections (cross sections) are all ellipses or circles, or the solid enclosed by such a surface.

**Epoch.** An arbitrary moment in time to which measurements of position for a body or orientation for an orbit are referred.

**Equinox.** One of two points of intersection of the ecliptic and the celestial equator, occupied by the sun when its declination is 0°.

**Extent.** The first element of the physical description area. It gives the number and the specific material designation of the units of the resource being described and, in some cases, other indications of the extent. *See also* **Specific material designation**.

**Fascicle.** One of the temporary divisions of a printed resource that, for convenience in printing or publication, is issued in small installments, usually incomplete in themselves; they do not necessarily coincide with any formal division of the work into parts, etc. Usually the fascicle is protected by temporary paper wrappers. It may or may not be numbered. A fascicle is distinguished from a part by being a temporary division of a work rather than a formal component unit.

**Fence diagram.** A three-dimensional drawing of the subsurface, composed of three or more geologic sections. The intersection of the cross sections and correlation lines creates the perspective. *See also* **Cross section; Diagram**.

**Fingerprint.** A group of characters selected from specific locations in the publication, which, when combined with the date of publication, etc., serves to identify a book as having been printed from a certain setting of type.

**Form line.** A line, usually dashed, on a map used to give a generalized impression of relief. Unlike contours, the lines represent no actual elevations, but are drawn based on knowledge of topographical form. *See also* **Contour; Relief.**

**Format.** The number of times the printed sheet has been folded to make the leaves of a book (e.g., folio (one fold giving two leaves), quarto (two folds giving four leaves)).

**Gathering.** One or more pairs of leaves—made up of a folded sheet, a fraction of a sheet, or several folded sheets tucked one inside another—that together form a distinct unit for binding purposes. *See also* **Signature.**

**General material designation.** A term indicating the broad class of material to which a resource belongs (e.g., cartographic material). *See also* **Specific material designation.**

**Geographic coordinates.** Coordinates on Earth in terms of latitude and longitude.

**Geographic pole.** Either of the two points of intersection of the surface of the Earth with its axis, where all meridians meet.

**Globe.** A representation of the Earth, or other celestial body, depicted on the surface of a sphere. *See also* **Model.**

**GMD.** *See* **General material designation.**

**Gradient tint.** *See* **Bathymetric tint; Hypsometric tint.**

**Graphic scale.** An expression of scale by means of visual indicators (e.g., line, system of parallel lines, concentric circles, grid, diagram), divided or spaced at specific intervals and labelled to enable distance on the cartographic resource to be measured in terms of the actual distance represented. *See also* **Bar scale; Scale; Slope diagram.**

**Graticule.** A network of lines, on the face of a map, that represents parallels and meridians (e.g., latitude and longitude).

**Greenwich meridian.** *See* **Prime meridian.**

**Grid.** 1. Two sets of parallel lines intersecting at right angles and forming squares; the grid that is superimposed on maps, charts, and other similar representations of the Earth's surface in an accurate and consistent manner to permit identification of ground locations with respect to other locations and the computation of direction and distance to other points. 2. A term used in giving the location of a geographic point by grid coordinates. It usually carries the name of the projection used for the map (e.g., Lambert grid, transverse Mercator grid, universal transverse Mercator grid). *See also* **Map projection.**

**Hachures.** Short lines following the direction of maximum slope, that indicate relief. *See also* **Relief.**

**Half title.** A title of a resource appearing on a leaf preceding the title page. *See also* **Title.**

**Head-piece.** An ornament at the head of a chapter or division of a book.

**High oblique air photograph.** An oblique photograph that shows the horizon line. *See also* **Oblique air photograph.**

**Hill shading.** Shading employed to create a three-dimensional impression of relief, assuming either vertical or oblique illumination of the ground. *See also* **Relief; Shaded relief.**

**Historical map.** A map that represents features or phenomena that existed, or that are believed to have existed, in some past period of time. *See also* **Map.**

**Hydrographic chart.** A chart designed to assist navigation at sea or on other waterways. *See also* **Chart.**

**Hypsometric layer.** A color applied to the area between two selected contours where relief is depicted by a system of layers. *See also* **Relief.**

- Hypsometric tint.** A color applied to the area between two selected contours where relief is depicted by a system of layers. *See also* **Bathymetric tint; Relief.**
- Illustration.** A pictorial, diagrammatic, or other graphic representation occurring within a resource, excepting minor decorative elements such as vignettes, head- and tail-pieces, historiated initials, and printers' ornaments. *See also* **Colored illustration.**
- Image.** A graphic representation or description of a scene, typically produced by an optical or electronic device. Common examples include remotely sensed data (satellite data), scanned data, and aerial photographs. An image is stored as a raster data set of binary or integer values that represent the intensity of reflected light, heat, or other range of values on the electromagnetic spectrum. *See also* **Remote-sensing image.**
- Impression.** All copies produced in the course of one printing event; the term is synonymous with "printing."
- Index map.** A map that shows the overall geographic coverage of a group of related maps or sheets (e.g., map series, atlas, multisheet single map) and indicates their layout and numbering or naming system.. *See also* **Key map; Map.**
- Infrared image.** An image acquired within the wavelength from about 0.7 mm to a definite upper boundary, sometimes set at 2.6 mm (photographic infrared 0.7 to about 2.6 mm, thermal infrared to 13.5 mm). *See also* **Remote-sensing image.**
- Inset.** A separate map positioned within the neat line of a larger map. *See also* **Ancillary map; Main map; Map.**
- Integral.** 1. A leaf is integral to a gathering if it is conjugate with another leaf in the gathering. 2. A leaf is integral to a publication if it can be assumed to be present in all copies represented by the bibliographic description. Leaves added after publication by an owner (e.g., extra-illustrated copies) or by a binder are not considered integral to the publication and thus must be described in local notes.



**Issue.** A group of published copies which constitutes a consciously planned publishing unit, distinguishable from other groups of published copies by one or more differences designed expressly to identify the group as a discrete unit.

**Key map.** A small map, generally located in the margin of a map sheet, in which the outlines of that sheet and all adjacent sheets are shown. Principal shorelines are usually delineated in the index. *See also* **Index map; Map.**

**Landform drawing.** A method of relief portrayal depicting, by realistic sketches rather than symbols, not only relief but also more detailed characteristics of topographic features. *See also* **Relief.**

**Latitude.** The latitude of a place is its angular distance on a meridian measured northwards or southwards from the terrestrial equator. Hence, on a sphere, it is the angle measured at its center between the plane of the equator and the radius to any point on the surface of the sphere. *See also* **Parallel (of latitude).**

**Layer tint.** *See* **Bathymetric tint; Hypsometric tint.**

**Layered (relief) map.** A map on which relief is represented by hypsometric layers. *See also* **Relief map.**

**Leaf.** A unit of extent that forms a subunit of a volume; each leaf consists of two pages, one on each side, either or both of which may be blank. *See also* **Conjugate leaves; Double leaf.**

**Leaf of plates.** A plate in a publication that also has one or more leaves or pages of text (whether preliminary text or text proper). Plates may be described in terms of pages of plates if they are numbered as pages or are unnumbered and have illustrative matter on both sides. *See also* **Plate.**

**Letterpress.** Printing done directly from raised surfaces. Includes printing done from type, from wood blocks (e.g., woodcuts and wood-engravings), and from metal surfaces designed for relief printing (e.g., stereotypes and electrotypes).

**Local meridian.** The meridian through any particular place or observer, serving as the reference for local time. *See also* **Meridian.**

**Location map.** A small-scale map inset in, or placed in the margin of, a map at a larger scale to show the location of the area represented by the latter. *See also* **Map.**

**Longitude.** The angle, measured in a plane parallel to that of the equator, between the plane of the meridian through any point and the plane of the prime meridian or other selected datum meridian.

**Low oblique air photograph.** An oblique photo that does not show the horizon line; the term is restricted by some writers, however, to photos more nearly vertical than horizontal (camera axis less than 45 degrees from vertical). *See also* **Oblique air photograph.**

**Main map.** A map that is augmented by one or more smaller ancillary maps and/or inset(s) in the margin or elsewhere on the sheet(s). *See also* **Ancillary map; Inset; Map.**

**Manuscript.** Writings (including musical scores, maps, etc.) made by hand, typescripts, and inscriptions on clay tablets, stone, etc.

**Map.** A representation, normally to scale and on a flat medium, of a selection of material or abstract features on, or in relation to, the surface of the Earth, another celestial body, or an imaginary place. *See also* **Anamorphic map; Ancillary map; Base map; Cadastral map; Cartogram; Celestial map; Chart; Compiled map; Component map; Historical map; Index map; Inset; Key map; Location map; Main map; Outline map; Photomap; Pictorial map; Plan; Plat; Relief map; Remote-sensing map; Schematic map; Strip map; Thematic map; Wall map.**

**Map projection.** Any systematic arrangement of meridians and parallels, portraying the curved surface of the sphere or spheroid upon a plane. *See also* **Grid.**

**Map series.** A number of related but physically separate and bibliographically distinct cartographic units intended to form a single group with a unifying characteristic or combination of characteristics (e.g., a common sheet identification system, scale, projection, size, etc.). *See* Appendix P for more guidance on identifying map series.

**Map set.** A group of maps, generally published at the same time and having a common origin, a common theme, or a common geographic area. See Appendix P for more guidance on identifying map sets.

**Margin.** The area of a map sheet that lies outside the border.

**Meridian.** A great circle arc of 180 degrees terminated by the geographic poles. *See also* **Local meridian; Prime meridian.**

**Model.** A three-dimensional representation of a real thing. *See also* **Block diagram; Globe; Relief model.**

**Monograph.** A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts. *See also* **Multipart monograph.**

**Monographic series.** *See* **Series.**

**Mosaic.** *See* **Photomosaic.**

**MSS.** *See* **Multispectral scanning image.**

**Multipart monograph.** A bibliographic resource complete, or intended to be completed, in a finite number of separate parts. The separate parts may or may not be numbered. Examples of multipart monographs include multipart atlases, map sets, and map series. *See also* **Monograph.**

**Multisheet single map.** A map printed on multiple sheets and designed for use either by physical assembly or mounting to create a single cartographic image. See Appendix P for more guidance on identifying multisheet single maps.

**Multispectral scanning image.** An image produced by a multispectral scanner (a remote-sensing device) that is capable of recording data in the ultra-violet and visible portions of the spectrum as well as the infrared. *See also* **Remote-sensing image.**

**Natural scale.** *See* **Representative fraction.**

**Nautical chart.** *See* **Hydrographic chart.**

**Neat line.** A line, usually grid or graticule, that encloses the detail of a map.

- Normalization.** In a bibliographic description, giving textual information in a form intended to facilitate consistency, readability, or access, rather than giving the information exactly as it appears in the resource being described. Examples of normalization techniques that may be permitted in certain circumstances include changes in capitalization, punctuation, spacing, and spelling.
- Oblique air photograph.** An aerial photograph taken with the camera axis directed between the horizontal and vertical planes. *See also* **Aerial photograph; High oblique air photograph; Low oblique air photograph.**
- Orthophotograph.** A uniform-scale aerial photograph upon which precise horizontal distance measurements can be made. The central perspective of the original photograph is transformed to an orthogonal projection by a process of differential rectification. *See also* **Aerial photograph.**
- Orthophotomap.** An orthophotomap combines a reproduction of the images of the original aerial photograph with the metrical qualities of a conventional topographic map. *See also* **Photomap.**
- Orthophotomosaic.** An assembly of orthophotographs forming a uniform-scale photomosaic. *See also* **Controlled photomosaic.**
- Other title information.** A title borne by a resource other than the title proper or parallel or series title(s); also any phrase appearing in conjunction with the title proper, etc., indicative of the character, contents, etc., of the resource or the motives for, or occasion of, its production or publication. The term includes subtitles, avant-titres, etc., but does not include variations on the title proper (e.g., spine titles, sleeve titles). *See also* **Title.**
- Outline map.** A map that presents just sufficient geographic information to permit the correlation of additional data placed upon it. Such maps may depict rivers or political and/or administrative boundaries. *See also* **Map.**
- Overprint.** The printing of additional or revised information onto a finished map (the map originally having been printed at an earlier time). If the overprint is revised information, it is usually printed in a distinctive color, such as purple.
- Overwrite.** An existing cartographic resource, other than remote-sensing images, with substantial manuscript additions.

- Panel.** A rectangular section formed by the creases in a map that has been issued folded but is intended to be used unfolded.
- Panel title.** A title that is printed in such a way that it appears on the outside of the map sheet when it is folded. *See also* **Title**.
- Panorama.** A perspective representation of the landscape in which the detail is shown as if projected onto a vertical plane or onto the inside of a cylinder centered vertically on the observer. *See also* **Perspective view; View**.
- Parallel (of latitude).** A small circle parallel to the equator, on which all points have the same latitude. *See also* **Latitude**.
- Parallel title.** The title proper in another language and/or script. *See also* **Title**.
- Perfect copy.** A copy of a resource that is physically complete and correctly arranged, as issued.
- Perspective view.** A representation, in central projection onto a plane surface, of forms (commonly landscape) that exist in three dimensions. *See also* **Panorama; View**.
- Photomap.** A reproduction of a controlled photomosaic, or of a single rectified aerial photograph, to which names, symbols, gridlines, and/or marginal information have been added. Where symbols have been overprinted in various colors, it is called a "color-intensified photomap." *See also* **Map; Orthophotomap**.
- Photomosaic.** An assembly of parts of vertical aerial photographs joined together to leave minimal scale variations. *See also* **Controlled photomosaic; Remote-sensing image; Uncontrolled photomosaic**.
- Pictorial map.** A map in which features are represented by individual pictures in elevation, or perspective, rather than by conventionalized cartographic symbols. *See also* **Map**.
- Pictorial relief map.** A map on which landforms and other topographic features are shown in their correct planimetric position by pictorial symbols representing their appearance from a high oblique view. Not to be confused with bird's-eye view. *See also* **Relief map**.

**Plan.** A large-scale, detailed map or chart. The term is frequently used to describe very large-scale maps in which the outlines of buildings, roads, and other man-made features are shown to scale with little generalization. *See also* **Map**.

**Plat.** A map drawn to scale showing land boundaries and subdivisions, together with all data essential to the description and identification of the several units shown thereon, and including one or more certificates indicating due approval. A plat does not necessarily show additional cultural, drainage, and relief features. *See also* **Cadastral map; Map**.

**Plate.** A leaf that is chiefly or entirely non-letterpress, or a folded leaf of any kind, inserted with letterpress gatherings of text. A plate usually contains illustrative matter, with or without accompanying text, but may contain only text (e.g., an engraved title page or a folded letterpress table). *See also* **Leaf of plates**.

**Pole, Geographic.** *See* **Geographic pole**.

**Portfolio.** A container for holding loose materials consisting of two covers joined together at the back. *See also* **Container**.

**Preliminaries.** The title page(s) of a resource, the verso of the title page(s), any pages preceding the title page(s), and the cover.

**Prime meridian.** The meridian on the Earth's surface from which longitude is measured. Since 1884, the meridian of Greenwich, England, has, by general consent, been recognized as the prime meridian. *See also* **Meridian**.

**Profile.** A scale representation of the intersection of a vertical surface (which may or may not be a plane) with the surface of the ground, or of the intersection of such a vertical surface with that of a conceptual three-dimensional model representing phenomena having a continuous distribution (e.g., rainfall). The vertical scale is often exaggerated. *See also* **Section**.

**Projection, Map.** *See* **Map projection**.

**Recto.** 1. The right-hand page of a book, usually bearing an odd page number. 2. The side of a map sheet intended to be read first. *See also* **Verso**.

**Reliability diagram.** A diagram, generally in the margin of a map, that shows the dates and quality of the source material from which the map has been compiled. *See also* **Diagram**.

**Relief.** Inequalities of elevation and the configuration of land features on the surface of the Earth that may be represented on maps or charts by contours, hypsometric tints, shading, spot heights, hachures, etc. (see Appendix R for depictions of relief methods). *See also* **Bathymetric tint; Contour; Elevation; Form line; Hachures; Hill shading; Hypsometric layer; Hypsometric tint; Landform drawing; Rock drawing; Shaded relief; Spot height**.

**Relief map.** A map produced primarily to represent the physical configuration of the landscape, often with hypsometric tints. It is not to be confused with a plastic relief map or relief model. *See also* **Anaglyphic map; Layered (relief) map; Map; Pictorial relief map; Topographic map**.

**Relief model.** A scale representation in three dimensions of a section of the surface of the Earth or other celestial body. A relief model designed to display both physical and cultural features on the surface of the Earth is sometimes known as a "topographic model." *See also* **Model**.

**Remote-sensing image.** The pictorial product of any remote sensor or remote-sensing device. *See also* **Aerial photograph; Image; Infrared image; Multispectral scanning image; Photomosaic; Sidelooking airborne radar image; Synthetic aperture radar image**.

**Remote-sensing map.** A remote-sensing image upon which grids or other mapping data elements have been added. *See also* **Map**.

**Representative fraction.** The scale of a cartographic resource, expressed as a fraction or ratio that relates unit distance on the resource to distance, measured in the same units, on the ground. *See also* **Scale**.

**Right ascension.** The angular distance measured eastward on the equator from the vernal equinox to the hour circle through the celestial body, from 0 to 24 hours.

**Rock drawing.** The stylized representation of steep rock faces that cannot be portrayed by other methods of representing relief. *See also* **Relief**.

**Romanization.** Conversion of names or text not written in the roman alphabet to roman-alphabet form.

**Running title.** A title, or abbreviated title, that is repeated at the head or foot of each page or leaf. *See also* **Title**.

**SAR.** *See* **Synthetic aperture radar image**.

**Scale.** The ratio of distances on a cartographic resource to the actual distances they represent. *See also* **Graphic scale; Representative fraction; Verbal scale; Vertical exaggeration; Vertical scale**.

**Schematic map.** A map representing features in a much simplified or diagrammatic form. *See also* **Map**.

**Section.** As a cartographic term, a scale representation of a vertical surface (commonly a plane) displaying both the profile where it intersects the surface of the ground, or some conceptual model, and the underlying structures along the plane of intersection (e.g., a geologic section). *See also* **Block diagram; Cross section; Profile**.

**Segment.** A portion of a map where, because of physical limitations, the area being portrayed has been divided to fit on the sheet.

**Serial.** A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series. *See also* **Continuing resource; Series**.

**Series.** A group of separate resources related to one another by the fact that each resource bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual resource may or may not be numbered. *See also* **Serial; Subseries**.

**Series title page.** An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the resource within the series). *See also* **Added title page**.



**Shaded relief.** A cartographic technique that provides an apparent three-dimensional configuration of the terrain on maps and charts by the use of graded shadows that would be cast by high ground if light were shining from the northwest. Shaded relief is usually used in combination with contours. *See also* **Hill shading; Relief.**

**Sheet.** A unit of extent indicating a single loose piece of paper, parchment, etc., that contains manuscript or printed matter on one or both sides.

**Sidelooking airborne radar image.** The image produced by an airborne radar, viewing at right angles to the axis of the vehicle, which yields a presentation of terrain or moving targets. *See also* **Remote-sensing image.**

**Signature.** A letter, numeral, symbol, or a group of such characters, printed at the foot of the rectos of the first few leaves of an intended gathering for the purpose of aiding binders in correctly assembling the sections. *See also* **Gathering.**

**Sine loco.** Without place (i.e., the name of the place of publication, distribution, production, etc., is unknown).

**Sine nomine.** Without name (i.e., the name of the publisher, distributor, etc., is unknown).

**Situation date.** *See* **Date of situation.**

**SLAR.** *See* **Sidelooking airborne radar image.**

**Slope diagram.** A graphic scale, generally in the margin of a map, from which the angle of slope between contours can be deduced. *See also* **Diagram; Graphic scale.**

**SMD.** *See* **Specific material designation.**

**Sounding.** A measurement of the depth of water at a given point on a hydrographic chart, expressed with reference to a particular tidal datum. *See also* **Spot height.**

**Specific material designation.** A term indicating the special class of material (usually the class of physical object) to which a resource belongs (e.g., globe). *See also* **Extent; General material designation.**

**Spine title.** A title appearing on the spine of a resource. *See also* **Title**.

**Spot height.** A point on a map or chart whose height above a specified reference datum is noted, usually by a dot or a small sawbuck and elevation value. Elevations are shown, wherever practicable, for road forks and intersections, grade crossings, summits of hills, mountains, and mountain passes, water, surfaces of lakes and ponds, stream forks, bottom elevations in depressions, and large flat areas. *See also* **Relief; Sounding**.

**Standard number.** The International Standard Number (ISN), (e.g., International Standard Book Number (ISBN), International Standard Serial Number (ISSN)) or any other internationally agreed upon standard number that identifies a resource uniquely.

**State.** 1. When referring to maps: An impression that varies from another impression from the same plate (or other printing surface) because of some change in the plate, etc. The changes may be geographic (e.g., deletions, additions, corrections, or alterations in geographic features or names) or bibliographic (e.g., changes of title or imprint, recutting of engraved lines, restippling of faded areas, corrections in spelling, additions or deletions to the illustrative material, or alterations in the size of the plate). 2. When referring to letterpress content (e.g., in an atlas) or publisher-issued casings: A copy or a group of copies of a printed sheet or a publisher's casing which differs from other copies (within the same impression or issue) of that sheet or casing in any respect which the publisher does not wish to call to the attention of the public as representing a discrete publishing effort.

**Statement of responsibility.** A statement, transcribed from the resource being described, relating to persons or corporate bodies responsible for the intellectual or artistic content of the resource or from which the content emanates.

**Stop-press correction.** An alteration made during the course of a single printing event that results in changes to some but not all copies.

**Strip map.** A map usually depicting a linear feature such as a road, waterway, or boundary, with an elongated format within which the mapped area is restricted to a narrow band. *See also* **Map**.

**Subseries.** A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series. *See also* **Series**.

**Supplied title.** A title provided by the cataloger for a resource that has no title proper on the chief source of information or its substitute. It may be taken from elsewhere in the resource itself or from a reference source, or it may be composed by the cataloger. *See also* **Title**.

**Synthetic aperture radar image.** An image produced by a radar in which a synthetically long apparent or effective aperture is constructed by integrating multiple returns from the same ground cell, taking advantage of the Doppler effect to produce a phase history film or tape that may be optically or digitally processed to reproduce an image. *See also* **Remote-sensing image**.

**Tactile materials.** Materials with raised symbols and/or differently textured surfaces that are intended for use by the visually impaired (e.g., a braille globe would be considered tactile material but a raised relief globe issued for general use would not be). *See also* **Braille**.

**Tail-piece.** An ornament for a blank space in the lower part of a page, usually at the end of a chapter or division of a book.

**Title.** A word, phrase, character, or group of characters, normally appearing in a resource, that names the resource or the work contained in it. *See also* **Alternative title; Binder's title; Caption title; Chief title; Collective title; Cover title; Half title; Other title information; Panel title; Parallel title; Running title; Spine title; Supplied title; Title proper**.

**Title page.** A page at the beginning of a resource bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication, distribution, production, etc. The leaf bearing the title page is commonly called the "title page" although properly called the "title leaf." *See also* **Added title page**.

**Title proper.** The chief title of a resource, together with any grammatically inseparable information preceding the chief title and any alternative title. This definition excludes parallel titles and any other title information following the chief title. *See also* **Title**.

**Thematic map.** A map designed to demonstrate particular features or concepts, e.g., geology or transportation. In conventional use, this term excludes topographic maps in the strict sense. *See also* **Map**.

**Topographic map.** A map whose principal purpose is to portray and identify the features of the Earth's surface as precisely as possible within the limitations imposed by scale. *See also* **Relief map**.

**Transcription.** In a bibliographic description, giving textual information as it appears in the resource being described, but in accordance with rules governing the extent to which the information may be normalized to facilitate consistency, readability, and access.

**Transliteration.** *See* **Romanization**.

**Transposition.** In a bibliographic description, transcribing information in an order different than that found in the resource being described.

**Triangulation diagram.** A diagram that represents the stations and the observed rays of a triangulation network. *See also* **Diagram**.

**Uncontrolled photomosaic.** A mosaic composed of uncorrected prints, the details of which have been matched from print to print without ground control or other orientation. Accurate measurement and direction cannot be determined from the mosaic. *See also* **Photomosaic**.

**VARIANT.** A copy showing any bibliographically significant difference from one or more other copies of the same edition. The term may refer to an impression, issue, or state.

**Verbal scale.** The relationship that a small distance on a cartographic resource bears to the corresponding distance on the Earth, or other celestial body, expressed as an equivalence using words, such as 1 inch (on the resource) equals 1 mile (on the ground). *See also* **Scale**.

**Verso.** 1. The left-hand page of a book, usually bearing an even page number. 2. The side of a map sheet intended to be read second. *See also* **Recto**.

**Vertical air photograph.** An aerial photograph taken downwards with the axis of the camera maintained as nearly vertical as possible; the resultant

photography lies approximately in a horizontal plane. *See also* **Aerial photograph**.

**Vertical exaggeration.** The ratio of the vertical scale to the horizontal scale on a cartographic resource representing a vertical surface or dimension (e.g., block diagram, section, profile, relief model). *See also* **Scale**.

**Vertical scale.** The ratio of vertical distances on a cartographic resource representing a vertical surface or dimension (e.g., block diagram, section, profile, relief model) to the actual distances they represent. *See also* **Scale**.

**View.** A perspective representation of the landscape in which detail is shown as if projected on an oblique plane. *See also* **Bird's-eye view; Panorama; Perspective view; Worm's-eye view**.

**Vignette.** A small ornamental, decorative, or pictorial element, typically found on the border of a map, on a title page, or used as a head- or tail-piece.

**Wall map.** A map designed to be legible from a distance when it is mounted on the wall. *See also* **Map**.

**Worm's-eye view.** A perspective representation from a very low viewpoint. *See also* **View**.



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